

AmeriCorps*VISTA Supervisor's Manual



AmeriCorps*VISTA

SUPERVISOR'S MANUAL

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INTRODUCTION

In 1964, President Johnson declared a War on Poverty to combat the problem of “the invisible poor” in this country. With this declaration and the Economic Opportunity Act of 1964, Volunteers in Service to America (VISTA) was created. In January 1965, the first VISTA trainees entered the program, and by the end of that year they were serving on projects across the country.

In 1993, VISTA officially joined the Corporation for National and Community Service, established by the National and Community Service Trust Act of 1993, part of AmeriCorps. The Corporation manages AmeriCorps, the National Senior Service Corps, and Learn and Serve America—programs authorized by the National and Community Service Trust Act and the Domestic Volunteer Service Act of 1973, as amended.

The purpose of AmeriCorps*VISTA has essentially remained the same for more than three decades. The program’s mission, as stated in the Domestic Volunteer Service Act of 1973, is:

“to strengthen and supplement efforts to eliminate and alleviate poverty...in the United States by encouraging and enabling persons from all walks of life...and all age groups...to perform meaningful and constructive volunteer service in agencies, institutions, and situations where the application of human talent and dedication may assist in the solution of poverty and poverty-related problems...[and] to generate the commitment of private sector resources, to encourage volunteer service at the local level, and to strengthen local agencies and organizations to carry out the purpose [of the program]” (42 U.S.C. 4951).

AmeriCorps*VISTA’s mission centers on the basic assumption that private citizens can, on a voluntary basis, contribute to the solution of poverty and poverty-related problems. The AmeriCorps*VISTA members’ role in addressing the problems of poverty in a particular community is to mobilize community resources and increase the capacity of the low-income community to solve its own problems. Although AmeriCorps*VISTA members serve as important links between local sponsors and the people being served, it is crucial to the concept of local self-reliance that sponsoring organizations plan for the eventual phase-out of the AmeriCorps*VISTA members and for the absorption of the members’ functions by the community.

Over the years, more than 120,000 individuals have served in VISTA and AmeriCorps*VISTA on 15,000 local projects, committing at least one year of full-time service to communities in need in every state, the District of Columbia, Puerto Rico, and the Virgin Islands. *See chapter 1 of the AmeriCorps*VISTA Handbook for more details on the Domestic Volunteer Service Act and the mission of AmeriCorps*VISTA.*

The AmeriCorps*VISTA Member Handbook is a comprehensive reference providing policies and procedures for the AmeriCorps*VISTA term of service. The initial chapters of the Handbook that a project supervisor and agency sponsor should read are chapters 1, 2, 8, and 9. These chapters address the role of the AmeriCorps*VISTA project sponsor, policies regarding a sponsor's relationship to its AmeriCorps*VISTA members, and its responsibility to the Corporation for National Service. Chapter 1 of the handbook takes a look at the background of the AmeriCorps*VISTA program and outlines the roles of the sponsoring organization, AmeriCorps*VISTA members, and different offices of the Corporation for National Service—the Corporation State Office, the Service Center, and AmeriCorps*VISTA Headquarters.

Chapter 2, “Sponsoring an AmeriCorps*VISTA Project,” is the nuts and bolts of project sponsorship. From explaining the mechanism of governor's approval to the legally binding Memorandum of Agreement, this chapter provides project application and renewal information, including information on recruitment and supervision of AmeriCorps*VISTA members. It also outlines how a project may be suspended or terminated by the Corporation for National Service.

Chapters 4 through 7 focus on the support and benefits AmeriCorps*VISTA members receive. Because your AmeriCorps*VISTA members will look to you first for guidance, you should familiarize yourself with these chapters.

Chapter 8, “Administrative Policies,” is a critical section for AmeriCorps*VISTA supervisors because it contains information on administrative policies that could directly affect decisions you need to make. For example, no sponsor can terminate a member from AmeriCorps*VISTA service. Only the Corporation for National Service can do this, though sponsors may request a member's removal from a project. Chapter 8 also includes information needed in case a member needs emergency leave, resigns from service, or requires other administrative support. PLEASE READ IT ALL. *This manual contains some of that information in the section titled “Member Administration.”*

The final chapter of the AmeriCorps*VISTA Handbook, “Basic Laws and Policies,” outlines laws and regulations that affect AmeriCorps*VISTA members during their year of service. They include political and religious restrictions and liability issues, as well as treatment of public assistance benefits received by some AmeriCorps*VISTA members. Please refer to the handbook first, and if you have questions or need clarification, contact your Corporation State Office.

CORPORATION FOR NATIONAL SERVICE PROGRAMS

AmeriCorps

AmeriCorps includes three programs—AmeriCorps*State and National, AmeriCorps*National Civilian Community Corps (NCCC), and AmeriCorps*VISTA. The mission of AmeriCorps has four components:

- ◆ *Getting Things Done*—achieving demonstrable results in meeting Americans' educational, public safety, environmental, and health and human needs.
- ◆ *Strengthening Communities*—uniting citizens from different backgrounds and bringing together diverse institutions in partnerships to transform communities in need.
- ◆ *Encouraging Responsibility*—strengthening the spirit of citizenship through service, education about service, and understanding of communities.
- ◆ *Expanding Opportunity*—offering education awards in return for service, and providing invaluable life and job skills to members, which they will carry through the rest of their lives.

*AmeriCorps*State and National*

AmeriCorps*State and National grant programs provide meaningful service opportunities for Americans to serve full or part-time. AmeriCorps members provide direct service, whether teaching or tutoring a child, walking a beat with a community policing officer, or cleaning up a stream or neighborhood park. Through more than 600 programs, AmeriCorps*State and National involves more than 40,000 people in community service. AmeriCorps members receive an education award upon successful completion of their service to pay off existing qualified student loans or finance future higher education.

AmeriCorps*State programs are administered through State Commissions on National and Community Service. These fifteen- to twenty-five- member commissions are appointed by the governor in each state and are managed by an executive director. State commissions are responsible for performing outreach to potential applicants in their state, administering grant competitions, and overseeing AmeriCorps*State programs. AmeriCorps*National programs are operated by national non-profit organizations funded directly by the Corporation for National Service.

*AmeriCorps*National Civilian Community Corps (NCCC)*

AmeriCorps*NCCC is a ten-month, full-time residential service program for young Americans, ages eighteen to twenty-four. Working in teams, members focus on projects that protect and conserve the environment's natural resources, respond to communities experiencing natural disasters, and help meet other needs of communities. Guided by former military officers as well as civilian leaders, members live and train on one of five regional campuses around the country, most of which are housed on downsized military bases. All AmeriCorps*NCCC members are recruited nationally by the Corporation for National Service. They receive an education award upon completion of their term of service.

*AmeriCorps*VISTA—Volunteers in Service to America*

AmeriCorps*VISTA is a full-time, year-long program for individuals age eighteen or older who commit themselves to increasing the capacity of low-income people to improve the conditions of their own lives. AmeriCorps*VISTA members work to increase the capacity of the low-income community they serve by mobilizing resources, recruiting volunteers, and implementing community programs. The members mobilize the community and its resources to solve a problem so that the community can sustain the activities and services after AmeriCorps*VISTA resources are withdrawn. Approximately 4,000 AmeriCorps*VISTA members are serving on more than 900 projects throughout the country. AmeriCorps*VISTA members are recruited both nationally and locally. Members can either receive an education award to pay off existing student loans or finance future education, or choose a cash stipend paid when they leave service.

Learn and Serve America

This program integrates service into daily academic life, encouraging students to reflect on the service experience and promoting responsible citizenship.

K-12 Program

This program supports school- and community-based organizations that engage school-aged youth in service. More than 275,000 students in all fifty states participate in service activities that are integrated into their curriculum, providing structured time for service and time for students to think, talk, or write about their service experiences.

Higher Education

This program engages college students in meeting pressing community needs. Higher education projects support community service and service-learning initiatives at colleges and universities across the nation.

National Senior Service Corps

The National Senior Service Corps utilizes the skills, talents, and experience of older Americans to address urgent issues facing the nation. Together, its programs involve nearly 500,000 volunteers who serve at 1,200 local projects and devote an annual total of more than 100 million hours of service to their local communities.

Foster Grandparent Program

Foster Grandparents are low-income people, age sixty or over who serve one-on-one with children and young people who have special needs, including teen parents, boarder babies, and those who have been abused and neglected.

Senior Companion Program

Senior Companions are involves low-income people, age sixty or over who provide individualized support and assistance to other adults, primarily the home bound elderly.

Retired and Senior Volunteer Program (RSVP)

RSVP is a network of more than 400,000 Americans age fifty-five or over who perform a wide range of volunteer services that meet community needs while effectively using their skills, interests, and experience. RSVP is the Corporation's largest service program, providing volunteers diverse in experience, interest, and education who are ready to take on the challenges facing communities across the country.

THE ROLE OF AMERICORPS*VISTA SPONSORING ORGANIZATIONS

AmeriCorps*VISTA sponsoring organizations may be federal, state, or local agencies or private, nonprofit organizations that are committed to solving problems affecting low-income communities. Sponsoring organizations are responsible for managing AmeriCorps*VISTA members and for providing the support necessary to achieve project goals. Sponsoring organizations are also ultimately responsible for the supervision and management of community volunteers, including background screening as required by applicable laws or regulations.

Sponsoring organizations must ensure that each AmeriCorps*VISTA project achieves the following:

- (1) The active participation of members of the low-income community in planning, developing, and implementing the project to ensure that the project is responsive and relevant to the low-income citizens to be served;
- (2) The mobilization of community resources (including part-time volunteers) from the public and private sectors; and
- (3) The expansion of community and/or organizational capacity to sustain the efforts of the project once AmeriCorps*VISTA resources are withdrawn.

THE ROLE OF AMERICORPS*VISTA MEMBERS

AmeriCorps*VISTA members pledge themselves to serve on a full-time basis for a term of one year (in addition to time spent in pre-service orientation). In certain circumstances, members may be invited to extend or reenroll in service beyond one year.

AmeriCorps*VISTA members *mobilize resources*, linking agencies with each other, garnering donations from local businesses and organizations, organizing community events, and obtaining resources to initiate and sustain project activities. They recruit members of the community to volunteer to solve their own problems, and they provide training and other support to local residents if needed. AmeriCorps*VISTA members establish or expand program activities, acquiring funding, in-kind resources, and volunteer and community support to create sustainability.

During their term of service, members live among and at the economic level of the people they serve. They remain available for service without regard to regular working hours at all times during their term of service, except for periods of approved leave. A member may not be absent from the project area without the approval of the sponsor or supervisor. Full- or part-time employment is not permitted during AmeriCorps*VISTA service. Full- or part-time enrollment in an educational institution is also prohibited except in certain circumstances (*see chapter 8 of the AmeriCorps*VISTA Handbook*). A member may not receive any monetary compensation for services rendered as an AmeriCorps*VISTA member. AmeriCorps*VISTA members may not assume, accept, or retain positions of leadership or become identified with a particular faction or group or with a partisan or nonpartisan political group in the communities in which they serve. If a member were to assume a leadership position, it could hinder the community's ability to develop its own leadership capacity.

The assignment that each member performs depends on the particular problem(s) being addressed by the project to which the member is assigned. Each AmeriCorps*VISTA project application contains a project work plan and assignment description that clearly delineates the nature of the

member's activities and duties. The work plan and assignment description are designed so that AmeriCorps*VISTA members can understand how, when, and why they are to accomplish their tasks.

Each AmeriCorps*VISTA member has a supervisor responsible for directing the activities of the project. Members receive direction and guidance in their assignments from their supervisor, who works for the sponsoring organization rather than the Corporation for National Service.

THE ROLES OF THE CORPORATION FOR NATIONAL SERVICE

Corporation State Offices

Corporation State Office staff seek out or respond to requests from potential sponsors looking for technical assistance in the development of AmeriCorps*VISTA projects. Staff assist the potential sponsor in defining project goals and objectives, in determining that the project is in accord with AmeriCorps*VISTA's program mission, and in ensuring that a self-sustaining activity will be achieved within the low-income community.

Once a project has received final approval by the state director, the sponsor decides whether to recruit nationally or locally for the approved slots. The Corporation State Office works with the national Office of Recruitment, Selection, and Placement to identify national recruits who will be referred to the sponsor for interview and recommendation to the state office. If the sponsor is recruiting locally, the sponsor recruits, screens, interviews, and recommends to the state office those applicants most qualified for the specific assignment (*see AmeriCorps*VISTA Recruitment, page 17, for more specific information*). After AmeriCorps*VISTA members have been selected and given final approval by the state office, the state office assists in providing pre-service orientation to the members before they begin the project assignment.

After members are assigned, the state office works with the project sponsor to provide additional training and technical assistance for the members. The state office also provides training to AmeriCorps*VISTA supervisors through pre-service orientation, periodic site visits, regular phone contact, and other scheduled events.

During periodic project monitoring visits, Corporation state staff review the sponsor's use of AmeriCorps*VISTA members to achieve the goals and objectives specified in the project application. The sponsor is advised of any specific documentation that the state staff may wish to review during these visits. Corporation State Offices also administer the National Senior Service Corps programs—the Senior Companion Program, the Foster Grandparent Program, and the Retired and Senior Volunteer Program.

Corporation Service Centers

Five service centers throughout the country provide administrative and fiscal support to state offices. Service centers track AmeriCorps*VISTA resources allocated to the cluster by the AmeriCorps*VISTA Headquarters Office.

AmeriCorps*VISTA Headquarters

The AmeriCorps*VISTA Headquarters Office is located at the Corporation for National Service Headquarters in Washington, D.C. This office establishes national program policies and procedures, allocates resources to the field, manages national projects, and monitors overall program performance.

PROJECT DEVELOPMENT

*This section provides information on the life cycle of AmeriCorps*VISTA projects, including the process of applying for AmeriCorps*VISTA members.*

THREE PHASES OF AN AMERICORPS*VISTA PROJECT

Phase I—Planning

The potential sponsor develops the AmeriCorps*VISTA project application, which includes a problem statement or a description of the community need to be addressed by the AmeriCorps*VISTA project. A project work plan consisting of goals designed to address the identified need(s) is developed by the project sponsor. Project goals are broken down into quantifiable and time-phased project objectives. An assignment description is then developed to guide the activities of each member in achieving these objectives. The sustainability of project activities must be taken into account when the sponsoring organization initially develops the project and begins to design the project work plan.

The project development process must include community input from the beginning:

- ◆ To plan well, people need a clear, shared vision of what they are aiming to accomplish.
- ◆ Community members take responsibility for what they help create.
- ◆ Anyone who will be asked to help implement a plan or whose support will be critical to the success of the plan should be involved in its design.
- ◆ Empowering community residents is critical to the success and sustainability of any project.

An AmeriCorps*VISTA project should be designed to develop or expand programs and activities that will remain in place at the end of the AmeriCorps*VISTA project life cycle.

Phase II — Implementation

AmeriCorps*VISTA members follow the goals and objectives set forth in the project work plan and engage in activities spelled out in the assignment description. As the project work plan is implemented, necessary adjustments may be made to accomplish the planned objectives through periodic reviews by the sponsor and by the Corporation State Office. During both the planning and implementation phases, it will be evident that AmeriCorps*VISTA members do not work in a vacuum

— that they are the catalysts for change. It is their responsibility to ensure that the resources of the community are focused on accomplishing project goals and achieving specific objectives—and that the goals and objectives increase self-sufficiency within the community. Progress toward self-sufficiency becomes increasingly specific as the project implements its work plan and then continues to refine its approach during subsequent project periods.

Phase III — Sustainability

Sustainability is the process of setting local volunteers, resources, and programs in place so that they will be continued long after the AmeriCorps*VISTA resource is withdrawn. The sponsor looks for other resources and systems to be phased in so that the AmeriCorps*VISTA resources can be phased out. This process needs to be monitored on a regular basis to ensure that progressive steps are taken toward the eventual absorption of project initiatives by the sponsor and the community.

There are four cornerstones to self-sufficiency:

- ◆ The commitment, energy, and initiative of the AmeriCorps*VISTA members;
- ◆ The involvement of the sponsoring organization in project supervision, support, self-assessment, and planning;
- ◆ The participation of the beneficiaries of service in all phases of project development and implementation; and
- ◆ The participation of the community through the provision of volunteers, material and financial resources, and expertise.

CRITERIA FOR SELECTING AMERICORPS*VISTA PROJECTS AND SPONSORING ORGANIZATIONS

When reviewing project applications, the Corporation state office follows these criteria in the selection of an AmeriCorps*VISTA project. The proposed project must:

- ◆ Address the needs of low-income communities and otherwise comply with the provisions of the Domestic Volunteer Service Act of 1973, as amended, applicable to AmeriCorps*VISTA, and all applicable published regulations, guidelines, and Corporation policies;
- ◆ Lead to building organizational and/or community capacity to continue the efforts of the project once AmeriCorps*VISTA resources are withdrawn. This capacity will be demonstrated through measurable goals and objectives and by completing AmeriCorps*VISTA tasks scheduled, within the timeframe of the project;

- ◆ Be designed to generate public and/or private sector resources and to promote local, part-time volunteer service;
- ◆ Describe in measurable terms the anticipated self-sufficiency outcomes at the conclusion of the project, including outcomes related to the sustainability of project activities;
- ◆ Clearly state how AmeriCorps*VISTA members will be trained, supervised, and supported to ensure the achievement of goals and objectives stated in the project work plan; and
- ◆ Be internally consistent: the problem statement must demonstrate need, and the project work plan, member assignment description, and all other components must be related logically to each other.

The following provisions explain the organizational requirements that must be met to sponsor an AmeriCorps*VISTA project. The potential sponsoring organization must:

- ◆ Be a public agency or a private organization designated as nonprofit by the Internal Revenue Service (IRS);
- ◆ Comply with applicable financial and fiscal requirements established by the Corporation for National Service and the federal government;
- ◆ Have resources available for AmeriCorps*VISTA members to perform their tasks—that is, space, consumable supplies, telephone, on-the-job transportation reimbursement, and emergency cash to advance to members when needed;
- ◆ Be able to mobilize community, public, and private sector resources to achieve short-term program goals and long-term project self-sufficiency goals and to encourage local part-time volunteer service;
- ◆ Have the capacity and commitment to recruit, orient, train, supervise, and otherwise support locally and nationally recruited AmeriCorps*VISTA members in appropriate capacity-building roles;
- ◆ Have an understanding of the concept of, and be committed to, promoting national service and AmeriCorps*VISTA;
- ◆ Be experienced in the issues related to the beneficiaries of service and those being addressed by the proposed project; and
- ◆ Have the capacity to build community partnerships and collaborative efforts in order to achieve project self-sufficiency.

APPROPRIATE TASKS FOR AMERICORPS*VISTA MEMBERS

All of the goals and objectives in the project work plan and activities in the member assignment description should lead to measurable outcomes and the sustainability of project activities by the community being served.

AmeriCorps*VISTA members should:

- ◆ Build partnerships with local public and private sector organizations/businesses;
- ◆ Recruit, train, and coordinate part-time volunteers;
- ◆ Write grant applications for funding and other resources under the supervision of the project director/supervisor;
- ◆ Solicit donations and other in-kind support for the project;
- ◆ Publicize the project;
- ◆ Create community events to support the project;
- ◆ Mobilize resources in and outside of the community in support of the project; and
- ◆ Promote project sustainability.

AmeriCorps*VISTA members should not:

- ◆ Displace staff of the sponsoring organization;
- ◆ Supervise employees of the sponsoring organization;
- ◆ Spend the majority of their time providing direct services to individual clients or community members;
- ◆ Engage in activities designed to influence the passage or defeat of legislation or proposals by initiative petition;
- ◆ Take any action with respect to a partisan or nonpartisan political activity that would result in the identification or apparent identification of the AmeriCorps*VISTA program with such activity. Such activities include those that involve elections, voter registration, voter transportation to the polls, and efforts to influence legislation. *See chapter 9 of the AmeriCorps*VISTA Handbook for more detailed information.*

- ◆ Give religious instruction, conduct worship services, or engage in any other religious activity as part of their duties, or in a way that would be perceived as part of their duties by members of the community in which they serve. *See chapter 9 of the AmeriCorps*VISTA Handbook for more detailed information.*

AMERICORPS*VISTA LEADERS

Mission of AmeriCorps*VISTA Leaders

AmeriCorps*VISTA leaders support and coordinate large AmeriCorps*VISTA projects, which involve at least eight AmeriCorps*VISTA members, or a cluster of projects, in their efforts to address the needs of low-income communities. They serve as role models, trainers, and resource providers who strengthen the capacity of AmeriCorps*VISTA members, AmeriCorps*VISTA projects, and community residents. Just as AmeriCorps*VISTA members work to expand and build the capacity of community projects, leaders work to expand and build the capacity of individual AmeriCorps*VISTA members and their respective service sites. They perform various tasks depending on the needs of local projects, including recruiting and coordinating AmeriCorps*VISTA members; acting as mediators; providing member support; planning training events; identifying new funding sources; and serving as liaisons between their projects and the Corporation for National Service.

Requesting an AmeriCorps*VISTA Leader

Project sponsors should discuss their request for an AmeriCorps*VISTA leader with the Corporation State Office. Coordination and planning should begin as the project is being developed or renewed for another year. Sponsors must officially request a leader by including a specific assignment description in their project application to the state office.

If the need for a leader develops after the project application has been approved, the assignment description should be submitted to the state office and the project application amended accordingly. The assignment description may also be used as a tool for recruiting the leader.

The project sponsor may recruit its own AmeriCorps*VISTA leader, with the concurrence of the state office, in several ways. First, the project sponsor should consider the AmeriCorps*VISTA members on a specific project. Second, in cooperation with the state office, the project sponsor can identify and talk with outstanding AmeriCorps*VISTA members serving in the same city or state. Third, the project sponsor can send an AmeriCorps*VISTA project description, a leader assignment description, and qualifications for the AmeriCorps*VISTA leader to the AmeriCorps*VISTA leader

coordinator at Headquarters, (202) 606-5000. The leader coordinator has access to information about AmeriCorps*VISTA and returned Peace Corps Volunteer leader applicants throughout the country. Only AmeriCorps*VISTA members who have completed at least one year of service or returned Peace Corps Volunteers with two years of service who have strong recommendations, a record of outstanding performance, and demonstrated leadership ability are eligible to serve as AmeriCorps*VISTA leaders.

SAMPLE ASSIGNMENT DESCRIPTION FOR AN AMERICORPS*VISTA LEADER

Project: Community Development Corporations Association of Washington (CDCAW)

Project description: AmeriCorps*VISTA members are creating affordable housing and economic development activities that provide jobs and/or training for low-income individuals. The members also create community organizing efforts in low-income neighborhoods with urban and rural community development corporations throughout the state of Washington.

Under the supervision of the AmeriCorps*VISTA supervisor, the AmeriCorps*VISTA leader will:

- ◆ Assist the CDCAW executive director in planning and implementing a series of five to six one-day networking sessions that provide a combination of training and information-sharing opportunities for the AmeriCorps*VISTA members;
- ◆ Produce a newsletter for the AmeriCorps*VISTA members that includes news from the various sites in the project, information on upcoming training and conference opportunities, information from the Corporation State Office and Headquarters Office, and other information useful for the members;
- ◆ Conduct semimonthly site visits to provide assistance as needed and collect information on the progress of the projects;
- ◆ Provide written communications between the state headquarters and the project sites;
- ◆ Assist AmeriCorps*VISTA members in strengthening low-income community participation in their projects;
- ◆ Promote the success and accomplishments of the AmeriCorps*VISTA project;
- ◆ Serve as an information and referral source for the members; and
- ◆ Assist the CDCAW executive director in developing a plan to provide training and technical assistance in community organizing to the AmeriCorps*VISTA members and to members of CDCAW.

AMERICORPS*VISTA PARTNERSHIP PROGRAM (COST-SHARE PROGRAM)

For those unfamiliar with the federal process that enables the Corporation for National Service to place AmeriCorps*VISTA members throughout the United States, here is a quick synopsis:

1. The U. S. Congress establishes an annual appropriation level for AmeriCorps*VISTA under the Domestic Volunteer Service Act of 1973, as amended, as part of the overall Labor, Health and Human Services appropriation.
2. AmeriCorps*VISTA Headquarters determines the number of AmeriCorps*VISTA members that the appropriation will support for each fiscal year.
3. AmeriCorps*VISTA Headquarters determines an allocation of AmeriCorps*VISTA resources for each state, Puerto Rico, and the Virgin Islands based on a population/poverty formula as well as prior year performance.

Once a Corporation State Office receives its allocation for the fiscal year, the office will determine how many new projects and corresponding AmeriCorps*VISTA slots it can open based on the number of existing projects to be continued and the number to be phased out. A state cannot exceed its allocation, regardless of the number of eligible agencies applying to become AmeriCorps*VISTA sponsors. One way a state office can expand its number of AmeriCorps*VISTA slots is to develop "partnership" or "cost-share" projects for which the sponsoring organization provides the living allowance, stipend, health insurance, and other associated costs (as negotiated with the state office) while the Corporation provides the cost of recruitment, training, relocation, and the \$4,725 education award. These cost-share members do not count against the state's allocation and can be used to augment or substitute for the state's regular allocation of AmeriCorps*VISTA slots.

Many agencies in their second or third year of sponsorship are contributing to the cost of some AmeriCorps*VISTA members while receiving funding for other members through the state's regular allocation. AmeriCorps*VISTA members placed under a cost-share agreement are subject to the same terms, conditions, and benefits as non-cost-share members. This arrangement is an affordable way for an agency to expand its number of AmeriCorps*VISTA members and allows new organizations to take advantage of this limited resource.

If your agency would like more information on cost-sharing AmeriCorps*VISTA members, please discuss it with your Corporation State Office before beginning the project renewal process. The Memorandum of Agreement must reflect the partnership agreement between the sponsoring agency and the Corporation for National Service. Specific language is used in the Memorandum of Agreement for cost-sharing. *See Appendix B for sample cost-share language in a Memorandum of Agreement.*

PROJECT APPLICATION

section describes the procedures and time requirements for submitting the project application and related documentation, completing the project approval process, and preparing the Memorandum of Agreement.

SUBMITTING THE PROJECT APPLICATION

The potential sponsoring organization must submit Project Application, Part A, to the Corporation State Office, stating how the sponsor would like to use AmeriCorps*VISTA members. If this part is approved, the state office sends the potential sponsor a Project Application, Part B, including a checklist of documents to return to the state office. After the application and other documents are received by the state office, the application is reviewed and, in most cases, will be approved or disapproved in one to fifteen work days. The project application is an important tool in project assessment and member recruitment. The goals/objectives portion of the application is organized to serve as a basis of subsequent Project Progress Reports, which are used by Corporation staff to monitor achievement of individual project goals. The assignment description section is used to recruit and assign AmeriCorps*VISTA members and to summarize their actual duties and skill requirements. A minimum of three letters of support from organizations or government entities that may be involved in the project or that have direct knowledge of the agency's activities must be submitted with Part B.

INTERGOVERNMENTAL REVIEW OF AMERICORPS*VISTA PROJECTS

If the state government has selected AmeriCorps*VISTA projects for intergovernmental review under Executive Order 12372, the potential sponsoring organization must submit its project application to the state clearance official designated as the single point of contact at the same time the application is submitted to the Corporation State Office. The state government will assign the applicant organization a state application identifier number that must be provided to the Corporation State Office for inclusion in the project application. The state government review process may take up to sixty days on new applications and up to thirty days on renewal applications. The Corporation State Office staff will provide applicant organizations with technical assistance regarding this requirement.

GOVERNOR'S APPROVAL

Before the placement of any AmeriCorps*VISTA member in any state, the District of Columbia, the Commonwealth of Puerto Rico, or the Virgin Islands, the project application must be submitted by the Corporation State Office to the governor or chief executive officer of the jurisdiction. The governor or chief executive officer has forty-five days of the date of submission within which to

notify the Corporation in writing of any reasons for disapproving the proposed project. If the governor or chief executive approves the project in advance of the forty-five-day waiting period, members may be assigned at that time. Any AmeriCorps*VISTA application for a proposed project that would operate on a federally recognized reservation, whether sponsored by an Indian tribe or an outside entity, must be submitted to the tribal chairperson, chief, or governor of such reservation. The same forty-five-day waiting period applies. The Corporation State Office must notify the governor's office in writing and request its consent if any of the following changes occur during a project's operation or at the time of project renewal:

1. The maximum number of members on a project previously approved by the governor is increased;
2. The sponsoring organization for the members changes from the one previously approved by the governor; or
3. The scope of activities and duties to be performed by the members changes substantially from those previously approved by the governor.

An AmeriCorps*VISTA project or the assignment of a member to a project shall be terminated no later than thirty days after the governor or chief executive officer of the jurisdiction concerned has filed such a request in writing with a Corporation official. The thirty-day period may be extended if mutually agreed to by the Corporation and the governor or chief executive.

MEMORANDUM OF AGREEMENT

After final approval of an AmeriCorps*VISTA project, a Memorandum of Agreement (M/A) is signed between the Corporation State Office and the sponsoring organization. The Memorandum of Agreement, a legally binding document, incorporates federal law and regulations applicable to AmeriCorps*VISTA and outlines the specific obligations of each party, as well as joint responsibilities.

The AmeriCorps*VISTA project application is incorporated as an official part of the Memorandum of Agreement. Amendments may be made to the M/A only by the mutual consent of the Corporation and the sponsor. The M/A covers a twelve-month period and, upon review, may be renewed for a full year or extended for a shorter period. Significant changes or additions to the M/A language may require approval by the Corporation's Office of General Counsel. Check with your Corporation State Office if you have questions regarding the language contained in the Memorandum of Agreement. *See Appendix A for a copy of a Memorandum of Agreement.*

MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding (M/U) is a document negotiated between the sponsoring organization (signatory to the Memorandum of Agreement) and a participating agency or organization responsible for implementation and management of some project activities. The participating agency receives AmeriCorps*VISTA members directly from the sponsoring organization under circumstances specified in the Memorandum of Understanding. The M/U runs concurrently with the Memorandum of Agreement signed by the Corporation and the sponsoring organization. The M/U contains required language but may also include other items that the sponsor and the participating agency desire. Any proposed changes or additions to the standard Memorandum of Understanding form must be approved by the Corporation State Director.

MEMBER RECRUITMENT

*This section discusses how a sponsor recruits and screens AmeriCorps*VISTA members and how the Corporation recruits, selects, and places “national” recruits through a variety of recruitment activities.*

Recruitment of applicants for AmeriCorps*VISTA is a major responsibility of the sponsoring organization. As a sponsor, your goal is to attract qualified, skilled, self-motivated individuals. You may recruit directly (locally) or recruit from a pool of qualified candidates recruited nationally by the Corporation for National Service. The best approach is to have the sponsor and the Corporation recruiting concurrently to increase the chances of identifying the best candidates and to “team” national and local recruits for the strengths each brings to the project.

LOCAL RECRUITMENT

A locally recruited AmeriCorps*VISTA applicant is any individual recruited by the sponsoring organization. The applicant may be from the local community or may be identified through other sources known to the sponsor, such as college campuses or professional organizations. The local recruit does not have to be from the immediate community served by the project. The sponsoring organization recruits, screens, interviews, and recommends to the Corporation State Office those applicants most qualified for the specific assignment. The sponsor will submit a completed member application form, two references, and the Sponsor Evaluation and Checklist form to the Corporation State Office *at least forty-five days prior* to the pre-service orientation (PSO). *See pages 42–43 for the Sponsor Evaluation and Checklist form.*

The Corporation State Office is responsible for the final selection of all applicants. After approval, the state office will invite the applicant to the pre-service orientation and arrange for travel.

FINDING POTENTIAL AMERICORPS*VISTA MEMBERS

A basic feature of successful recruiting is to “market” your program and AmeriCorps*VISTA opportunities to an appropriate audience. You should not wait until the last minute to start your search. To serve in AmeriCorps*VISTA, a person must be at least eighteen years of age and a United States citizen, or have permanent resident status.

If you currently have AmeriCorps*VISTA members serving, encourage them to assist in recruiting during their year of service. While they are out in communities, they may get to know people who possess the skills to replace them or who would be ideal for other AmeriCorps*VISTA assignments. Current and former AmeriCorps*VISTA members and leaders are excellent sources for

identifying individuals who have the experience and motivation to become members. Discuss with them their reasons for joining AmeriCorps*VISTA and use them to identify individuals with similar motivation.

RECRUITMENT STRATEGIES

In recruiting locally, it is important to take your specific needs and match them with groups of potential applicants. With this in mind, you should identify at least three target groups when structuring your recruiting activities. Choose organizations that you feel will get you the most qualified applications possible. Preparation, implementation, and follow-up are the basic steps in planning recruitment activities. Also, work with other AmeriCorps*VISTA projects in your area to expand your network in recruiting members.

Preparation

- ◆ Speak with appropriate liaison staff of each targeted group organization and follow up with a letter.
- ◆ Compile all printed recruitment materials from the Corporation. You can obtain these materials by calling the toll-free number, 1-800-942-2677.
- ◆ Meet with liaison staff and ask them to recommend individuals for AmeriCorps*VISTA service.
 - Ask to place posters in areas such as campus career centers and human development offices. The Corporation can supply posters and ads. Recruitment displays can also be sent out for career fairs and other events. Call 1-800-942-2677 and select option 4.
 - Remember, in every instance, to let your audience know when you are visiting the campus, senior center, social service agency, career fairs, businesses with retiring employees, etc.
- ◆ Advertising
 - Place ads in local or campus newspapers.
 - Place ads in publications of senior citizen, nonprofit, social service, and professional organizations.
 - Ask churches and community centers to post announcements on bulletin

boards and in their newsletters.

- Send announcements to job search agencies, college placement and counseling offices, and professional trade journals.
- Contact local college radio stations and campus newspapers. They may be willing to conduct an interview with you to explain the opportunities available with your project.

Implementation

- ◆ A staffed recruitment booth works best. If it is not possible for someone to be at the booth throughout the activity, try to schedule a block of time when staff will be available to answer questions.
- ◆ Contact liaison staff members of targeted organizations within two or three days after meeting them to ask if they have spoken to anyone interested in AmeriCorps*VISTA service.
- ◆ When making presentations, be prepared, but do not read a speech . Your goal is to spark interest in your project. Plan to spend time answering questions. At the end of your time, be sure to give your telephone number and invite your audience to visit the project.

Follow-up

- ◆ Send thank-you letters to everyone who assisted you during the recruitment drive. This will help to generate goodwill and support from those outside of your organization.
- ◆ Schedule interviews with applicants whose skills meet your needs. Remember, don't lead people on during the interview.
- ◆ After the interviews, review the applications again and make your decision. Keep in mind that you must submit the applications for final selection by the Corporation State Office before you contact the applicants the Corporation has selected.
- ◆ Send thank-you/denial letters to those not selected, who you may be interested in recontacting later. Add that you would like to keep their application in the "active" file.

INTERVIEWING TECHNIQUES

An interview should further assess an applicant's appropriateness for AmeriCorps*VISTA service. It is important that you be thoroughly familiar with the application and the application process. This is an opportunity for you to interview the applicant and for the applicant to interview you as a representative of the sponsoring organization. The reason for an interview is not to persuade the applicant to become an AmeriCorps*VISTA member. It is to reach an understanding and agreement on expectations and responsibilities that will indicate to each of you whether a match between the applicant and your AmeriCorps*VISTA project assignment would be successful.

Preparing

- ◆ Review the application and resume; note "red" flags, time gaps, missing information.
- ◆ Check references.
- ◆ Formulate questions.

Opening the Interview

- ◆ Introduce yourself, include small talk, let the applicant know how long the interview will take, discuss note-taking, etc.
- ◆ Make the applicant feel comfortable.

Gathering Information

- ◆ Review the application together.
- ◆ Allow the applicant to ask questions, clarify information.
- ◆ Start with broad questions and get more specific.
- ◆ Ask probing questions such as, "What do you mean by 'helping people'?"; describe how you have demonstrated commitment to a project.

Avoiding Errors

- ◆ Don't talk too much.
- ◆ Don't ask too many questions.
- ◆ Don't jump to conclusions.
- ◆ Don't talk after you have asked a question.

Closing the Interview

- ◆ Explain the application process, conditions of service (especially the living allowance), and next steps.
- ◆ For good applicants, establish follow-up.

Preparing Evaluation and Documentation

- ◆ Identify issues of concern for follow-up.
- ◆ Document these concerns on Sponsor Evaluation Form. *See Appendix B.*

Looking for Key Personal Qualities

- ◆ Motivation.
 - Self-starter background.
 - Community service.
 - Degree and/or experience.
- ◆ Commitment.
 - Previous commitments.
 - Goals not met and why.
 - Extent of involvement in organizations.

- ◆ Maturity.
 - Persistence over difficulties.
 - Responsibilities accepted in the past that were above and beyond the norm.
 - Evidence of adaptability, tolerance, ability to work with a wide variety of people.

RECOMMENDING APPLICANTS FOR SERVICE

Sponsors should recruit additional applicants in order to have backups in the event any individuals drop out before pre-service orientation. Sponsors should submit to the Corporation State Office application forms for only those applicants whom sponsors regard as highly motivated and well suited for AmeriCorps*VISTA service.

Once you have decided which applicants you want to recommend for service, be sure that:

- ◆ The applicant has fully completed the document.
- ◆ The application is signed and dated.
- ◆ You have contacted references. Let them know that they may be called for additional information. There must be at least two references: one professional (i.e., job or volunteer supervisor, teacher or professor) and one other. Each applicant should complete CNS Form 1420 as part of the AmeriCorps*VISTA Member Application and include a reference list with the completed application. It is the sponsor's responsibility to collect *at least two* references for locally recruited applicants.
- ◆ The sponsor should provide each reference with CNS Form A-1420 REF. Copies are available from the Corporation State Office.
- ◆ The applicant is a U.S. citizen or permanent legal resident. (If the applicant is a legal resident without U.S. citizenship, the applicant must attach to the application the type and expiration date of his or her visa and registration number.)
- ◆ The applicant is at least eighteen years of age; there is no upper age limit.
- ◆ Gaps in personal or employment history are accounted for.

Before you forward the original AmeriCorps*VISTA application to the Corporation State Office, be sure that:

- ◆ The above seven steps are completed.
- ◆ The applicants know that the Corporation State Office, not the sponsor, makes the final selection decision.
- ◆ The sponsor reference is completed and signed.
- ◆ At least two completed personal references are attached. Incomplete applications and missing reference sheets will delay the applicant approval process.

What happens in the Corporation State Office:

- ◆ Applications are reviewed for eligibility and suitability.
- ◆ References are reviewed; on occasion, they may be called for additional information.
- ◆ AmeriCorps*VISTA supervisors are notified in writing of those applicants approved by the state director.
- ◆ At that point, the sponsor can give official notice to the applicant.
- ◆ A formal invitation to a pre-service orientation is extended by the Corporation State Office, along with training materials and the AmeriCorps*VISTA Handbook.
- ◆ Applications are made part of the permanent file in the state office. Projects should retain a copy of the file for their records.

NATIONAL AND LOCAL RECRUITMENT STEPS

How Applicants Are Referred to Sponsoring Agencies

The Corporation for National Service national recruitment and placement system provides opportunities for persons identified nationally to serve as AmeriCorps*VISTA members. Individuals identified through the national system may serve outside of their home community or locally. Recent college graduates, professionally skilled individuals of all ages, and retired individuals with useful skills and/or experience are some of the groups identified by AmeriCorps*VISTA on a nationwide basis. Corporation placement officers interview each applicant, contact references, and qualify applicants before referring them to a sponsor. All nationally

identified AmeriCorps*VISTA members must be approved by project sponsors before the Corporation State Office makes the selection and the AmeriCorps*VISTA member is placed with the sponsor.

Step 1. Requesting a Nationally Recruited Applicant

As a project sponsor, you should request nationally recruited applicants from your Corporation State Office at least ninety days in advance of the scheduled pre-service orientation session that all trainees must attend. To assist in identifying the best applicant for your project, it is important for you to provide your Corporation State Office with a detailed member assignment description, which will be passed on to the placement officer serving your area. The member assignment description should indicate any special skills or preferences requested by your project, such as the ability to speak Spanish or the need for a car. Be sure to designate the primary contact person to whom the placement officer should refer applicants. Also indicate whether your organization is planning a local recruitment drive in addition to national recruitment efforts conducted by the Corporation for National Service.

Step 2. Recruiting Locally

There are several ways the Corporation can assist you in recruiting applicants from your community. The Corporation can provide you with AmeriCorps*VISTA posters with empty space for a description of your project. You can also borrow a display to set up at a local college, retirees organization, community center, etc. For these materials and AmeriCorps member applications or information packets, contact your Corporation State Office or call 1-800-942-2677. Be sure to add project-specific information to the AmeriCorps*VISTA application packets. Please note: All AmeriCorps*VISTA members, whether nationally or locally recruited, must complete the standard AmeriCorps member application, Form 1420.

Step 3. Seeking Referrals from the Placement Office

After you request national recruitment assistance, the AmeriCorps*VISTA placement officer will announce the position on a nationwide basis. When the most qualified applicant(s) is identified, the applicant is referred to the sponsoring agency for review and an interview. Referral of an applicant is based primarily on skills that an assignment requires but also takes into account the applicant's geographic and project preferences. The AmeriCorps*VISTA application and references will be provided to you or the project supervisor you designate.

Every effort will be made to locate applicants for all projects requesting national recruits. However, AmeriCorps*VISTA can never guarantee placement of a nationally identified member. As a sponsor, you should have a local recruitment plan as a backup in case an appropriate match is not found by the placement officer. The placement officer will advise you about the need for local efforts as the deadline (forty-five days prior to the PSO) to submit applications for orientation approaches.

Step 4. Conducting a Sponsor Review/Telephone Interview (within five working days of referral)

Although each referral has been pre-screened, you need to determine whether the applicant is appropriate for your particular assignment. Placement officers review applications for general qualifications, but you know best which specific skills are needed to succeed in the assignment. Although references have been checked by the placement officers, you may want to follow up with an applicant's references to be sure the applicant is appropriate for your assignment. Sponsors should interview all referrals within five working days so that placement officers can meet all requests for nationally recruited members. This time limit is important because it provides other sponsors with an opportunity to interview those applicants you do not select for your project. If you do not adhere to the time limit, you may inadvertently prevent another project from receiving referrals in time for the next training session. (If you need additional time to interview, contact the placement officer serving your area.)

It is important that the applicant be interviewed by all supervisors--the overall project supervisor as well as any site supervisor who will work directly with the AmeriCorps*VISTA member.

Step 5. Gaining Approval for Placement

If you decide to recommend a nationally recruited applicant for placement, send the completed Sponsor Evaluation Form (*see pages 42-43*), along with the candidate's application and reference forms, to the Corporation State Office for final approval within five working days. Once the applicant has received final approval, the applicant will be invited by the Corporation to the next PSO. The Corporation will pay travel expenses from home of record to the PSO and then to the project site for any nationally recruited or sponsor-identified applicant approved for placement.

Step 6. Declining an Applicant (within five working days of interview)

If you decline to accept a nationally recruited applicant, return the completed Sponsor Evaluation Form and applicant information to the AmeriCorps*VISTA placement officer within five working days. Please include your reasons for declining an applicant. This information will assist the placement officer in identifying other, more appropriate candidates for your assignment and in referring this applicant to other sponsors. If you decline an applicant because you have identified a more qualified local candidate, notify the placement officer immediately to stop further nationally recruited referrals to your project.

STANDARD SELECTION CRITERIA FOR AMERICORPS*VISTA APPLICANTS

Many factors go into determining whether a particular applicant, either nationally or locally recruited, is suited to a specific AmeriCorps*VISTA position. The following selection criteria are not meant to be all-encompassing but should be viewed as guideposts in recommending applicants to the Corporation State Office. Applicants must meet the following minimum standards of eligibility.

- ◆ An applicant must be at least eighteen years of age upon entering AmeriCorps*VISTA training. There is no upper age limit.
- ◆ An applicant must be a U.S. citizen or have permanent resident status.
- ◆ An applicant must be in a position to offer full-time service for a period of one year without regard to regular working hours.
- ◆ An applicant must be able to exhibit previous education, training, military, or work experience, and any other relevant skills or interests necessary to perform a specific AmeriCorps*VISTA assignment.
- ◆ To the maximum extent practicable, an applicant must be willing to live among and at the economic level of the low-income people served by the project.

AmeriCorps*VISTA members serve on a full-time basis and cannot hold part-time jobs, enroll in school except in limited circumstances as noted below, or be the subject of legal proceedings (civil or criminal) that may consume time needed for their assignments. AmeriCorps*VISTA service cannot be used to satisfy service requirements of parole or probation.

SELECTION CONSIDERATION

References

Be sure the references meet the application requirements. Look for a balance among vocational, educational, and personal references. Try to get an understanding of the applicant as a whole person. Follow-up phone calls may be needed.

Employment

Past job experience may be relevant to an AmeriCorps*VISTA assignment, especially if there is some demonstrated expertise gained in previous positions that would be useful in the AmeriCorps*VISTA assignment. Be aware of experience that includes leadership positions and working with the public. Remember that part-time and summer employment can add to the applicant's overall qualifications.

Education

Matching an applicant's academic background with a sponsor's specific needs is highly desirable. Courses or degrees completed by an applicant should be reviewed in the context of the member assignment description.

Military Status

Any significant experience or education gained through military service should be fully considered in recommending an applicant for AmeriCorps*VISTA service. Another factor to consider is the type of discharge a person may have received. If an applicant enters AmeriCorps*VISTA service before completion of a military reserve obligation, the member may need to change the location of the reserve unit or request a deferment of the reserve obligation until the end of AmeriCorps*VISTA service.

Community Service/Volunteer Activities

In some ways, this is the heart of the AmeriCorps*VISTA application. Homemakers who serve their communities, liberal arts graduates who have worked with diverse groups of people, and retired persons who have a history of volunteering for worthy causes have proven to be outstanding members.

Motivation Statement

Read this portion carefully. Ideally, an applicant's motivation is a balance of altruism and a desire for personal and/or professional growth. A desire to relocate may be an indication that further discussions are needed if a "change of scenery" is the only listed motivation.

Medical

It is not appropriate to ask applicants whether they have a disability prior to selection. Persons with disabilities are eligible to serve as AmeriCorps*VISTA members if they meet all of the other requirements. In fact, such individuals should be encouraged to serve. Their special needs must be reasonably accommodated in accordance with the Rehabilitation Act of 1973, as amended.

Children and Dependents

It is not appropriate to ask applicants whether they have children or dependents prior to selection. However, applicants should be advised that the Corporation assumes no financial responsibility, including health support, for dependents of members.

EDUCATION

Full- or part-time enrollment in an educational institution is prohibited except in the following circumstance: A member may take one educational course that is directly related to his or her AmeriCorps*VISTA assignment. Permission of the AmeriCorps*VISTA supervisor and the Corporation state program director is needed to take such courses. The hours during which a course may be taken should in no way interfere with the member's assigned duties. A member may be enrolled in an institution of higher education on a less than half-time basis, that is, less than six semester or quarter hours per academic year for nonterm programs, in order to maintain eligibility for a Pell Grant.

CRIMINAL CONVICTION ISSUES RELATED TO MEMBER SELECTION

The Corporation must take into account conviction for any crime in determining the suitability or fitness of an applicant. Criminal conviction is not a per se bar for member selection. Making such a determination is often very difficult. Among the criteria to be considered in determining the suitability of an applicant with a criminal conviction are the following:

- ◆ Nature and severity of the applicant's crime(s).
- ◆ Number and frequency of the applicant's criminal convictions.
- ◆ Length of time elapsed since the applicant's most recent conviction and incarceration; whether or not there has been adequate time since incarceration for the applicant to bring his or her behavior into compliance with the laws of our society; and whether or not, upon consideration of all available information, it can be determined that the applicant has demonstrated, over a sufficient period of time, that he or she has actually accepted and complied with laws prohibiting criminal behavior.
- ◆ Whether or not the applicant is currently on parole or probation. If so, what are the conditions imposed by the entity with jurisdiction over the applicant? It should be noted that AmeriCorps*VISTA service may not be used as a condition for parole or probation.
- ◆ Work history of the applicant prior to and since incarceration.
- ◆ Stability of the applicant's home, work, and community environments (e.g., is there any documentation, such as references, that attests to the personal history of the applicant's functioning in the community at large?).
- ◆ Any current use of an illegal drug or the unlawful use of prescription drugs by the applicant.
- ◆ Pendency of any legal matters, civil or criminal against the applicant.
- ◆ Accuracy and completeness of information provided by the applicant and any references, and whether or not recommendations contain broad-based, substantive information regarding the history of the applicant.
- ◆ Type (and appropriateness) of the assignment in which this applicant will be placed and the extent to which the population to be served is vulnerable to exploitation (i.e., is there any indication of potential for the exploitation of such vulnerability by the applicant or his or her associates?).
- ◆ The location of service to which the applicant will be assigned. Is the area conducive to supervision and open to monitoring by the sponsoring organization and the Corporation?

- ◆ The type of population to be served (e.g., an applicant with a history of convictions for crimes involving the use of force and violence would not be suitable for placement in a program dealing with children or troubled teenagers).
- ◆ Type, method, frequency, and quality of supervision that the applicant will receive.
- ◆ Any potential for adverse impact on the integrity of the AmeriCorps*VISTA program if the applicant is accepted.
- ◆ Any matters arising from the examination of the applicant's background that may be pertinent to his or her suitability to serve as an AmeriCorps*VISTA member.

Included among the recipients of AmeriCorps*VISTA service are those who may be vulnerable to exploitation and abuse. There must be a reasonable expectation by the Corporation that any member will be able to fully commit physical, emotional, and intellectual resources to helping these populations solve their problems.

NATIONAL RECRUITMENT RESOURCES

The AmeriCorps recruitment system maintains a national database from which a mailing list and labels can be provided to you. Sponsors may request database sorts by program interest, area of interest, skill level, education, state, city, zip code, etc. You may obtain this information by calling 1-800-942-2677 or by calling any of the recruitment coordinators at (202) 606-5000, ext. 268.

There are several ways the World Wide Web can be beneficial in recruiting. First, the Corporation for National Service has its own website with specific information on AmeriCorps*VISTA. That website provides a link to the AmeriCorps*VISTA application. AmeriCorps public service announcements on television and radio give the Corporation's web address, and it appears on all AmeriCorps marketing and recruiting materials. Use the URL (uniform resource locator) or web address: <http://www.nationalservice.org>, or www.americorps.org, for more information. Second, VISTALink is an electronic recruitment tool set up by AmeriCorps*VISTA alumni. When you visit the VISTALink site, you will find AmeriCorps*VISTA member and leader positions that are available throughout the country. There is a link to an electronic form where you can post member and leader openings you are advertising. The URL is <http://bcn.boulder.co.us/community/vistalink/>.



Sponsor Evaluation & Checklist Form

YES!

I would like to recommend the applicant named below for placement on our

AmeriCorps*VISTA project.

Name of Applicant: _____

Sponsoring Agency: _____

1. Please contact the placement officer to advise him or her of the decision.
2. Mail this form to the State Program Office with the following items:
 - A copy of the application
 - The completed Sponsor Evaluation Form
 - A copy of the AmeriCorps*VISTA assignment where the AmeriCorps*VISTA member, if selected, will serve (Section IV, Pages 5-6 of the AmeriCorps*VISTA Project Application)
3. The name of the sponsor or worksite where the AmeriCorps*VISTA member's allowance checks should be sent is:
 - Agency Name
 - Worksite Supervisor
 - Address
 - City, State, Zip
 - Worksite phone number

Print Name and Title of Supervisor

Phone Number

Signature

Date



NO! The applicant named below will not be recommended for placement on our AmeriCorps*VISTA Project.

Name of Applicant: _____

Sponsoring Agency: _____

1. Please contact the Placement Officer to advise him/her of the decision and to determine what the next step will be.
2. Briefly explain why this applicant is not recommended for placement on your project
3. Mail this form back to the Placement Officer as soon as possible.

Print Name and Title of Supervisor

Phone Number

Signature

Date

COMMON APPLICANT CONCERNS

1. The Community

Many applicants may never have been to your geographical area. You should try to give them some understanding of the culture of your community before they are placed with your project. Be prepared to answer questions about your town's demographics, weather, and public transportation. If you decide that you would like to recommend the person for placement, consider mailing the applicant brochures from your local Chamber of Commerce.

2. Housing/Safety

As a Sponsor, you are requested to assist AmeriCorps*VISTA members in locating housing. Initially, you need to identify a place for the member to stay for the first week or two, perhaps with a staff person or another AmeriCorps*VISTA member who has extra room. (Be sure that the person needs this help; sometimes the new member may already know someone with whom he or she can stay.)

Further assistance in identifying an inexpensive place to live can be provided in various ways. If you know of other AmeriCorps*VISTA members in the area who are interested in a roommate, offer to connect them. Or, send the member a listing of available apartments to provide an idea of rental prices.

The member will receive a monthly subsistence allowance (State Office will provide specific rates) to cover housing, food and utility costs.

AmeriCorps*VISTA members who must relocate in order to serve will receive a relocation allowance. Contact your Corporation State Office to determine the level for your area based on local settling-in expenses.

3. Travel

AmeriCorps*VISTA pays for the member's travel to Pre-Service Orientation, and then on to the project site. If the member travels by air (or train or bus), the State Program Office will purchase the tickets at a government rate. If the member will be driving in a personally-owned vehicle, the reimbursement rate is \$0.30 per mile plus an additional \$10 for every whole multiple of 100 miles.

Once a nominee's application arrives in the Corporation State Office from the sponsor, it requires final approval. At that point, the State Office will contact the applicant to make travel arrangements to the next Pre-Service Orientation.

4. AmeriCorps*VISTA Orientation

Before an AmeriCorps*VISTA begins service, they attend a three-day Pre-Service Orientation (PSO) which is conducted by Corporation staff. The PSO covers the terms and conditions of AmeriCorps*VISTA service and introduces some general techniques needed in the AmeriCorps*VISTA assignment such as volunteer recruitment, fund-raising, community development, etc. Immediately following the PSO, the AmeriCorps*VISTA member arrives at the project site in order to begin On Site Orientation (OSO), provided by the sponsor. The OSO covers the specific work with which the AmeriCorps*VISTA member will be engaged.

5. Health & Life Insurance

Health insurance is provided at no cost to the member. It is not a comprehensive health plan, but covers most medical needs and emergencies an AmeriCorps*VISTA member may encounter during the year of service. The health insurance does not cover any dependents. Life insurance is an option which a member may purchase at a very nominal deduction from the bi-weekly subsistence allowance.

6. Student Loan Deferments

All AmeriCorps*VISTA members earning an education award are eligible for national service forbearance, meaning the Corporation pays the interest that accrues on loans during the member's term of service. All members, whether they have elected the education award or the post-service stipend, may be eligible for other types of postponements. In order to postpone repayment of qualified student loans, members must request "forbearance" for the payment of their loan at the beginning of their service. Since there are several types of forbearances and deferments, each with their own unique characteristics and possible limitations, the member should check with their loan holders to see which type of forbearance or deferment applies to their loan.

Additionally, AmeriCorps*VISTA members are eligible for partial cancellation of Perkins loans if they do not choose the education award and if they complete at least one full year of service. Members should check with their lender concerning this cancellation option. More details are available upon request.

PREPARING FOR A MEMBER'S ARRIVAL

*This section contains suggestions for making an AmeriCorps*VISTA member feel comfortable in a new community and welcomed into a new position within your organization.*

LOCATING HOUSING FOR AN AMERICORPS*VISTA MEMBER

Some AmeriCorps*VISTA members may need to relocate to a new community in order to serve on a specific assignment. They will immediately need inexpensive housing. Sponsors should ensure that this is not a major problem for members.

- ◆ Offer to house them until they find a place that is affordable and convenient to their project location.
- ◆ Keep your ears open before they arrive for inexpensive rental opportunities.
- ◆ Help them identify which neighborhoods are *safe*, affordable, and appropriate.
- ◆ Let them know about community papers or bulletin boards that list apartment openings.
- ◆ Make finding an apartment one of their first duties at work. Drive them through affordable apartment complexes and neighborhoods that could be options for them.
- ◆ See if other AmeriCorps*VISTA members on your project or on a project in town need a roommate.
- ◆ Think creatively. Do you know someone who has a large house and would be willing to rent out a room?
- ◆ Suggest that AmeriCorps*VISTA members tell their landlord or manager that they are AmeriCorps*VISTA members who receive only a small living allowance. Often landlords will discount their rent or reduce the amount of security deposits.

CREATING A SPACE FOR THE AMERICORPS*VISTA MEMBER

The AmeriCorps*VISTA member will be using a desk, telephone, computer, and consumable supplies just as a staff member does. Have those supplies accessible when the member arrives. Also, help the member understand how your particular office functions when supplies are needed.

WELCOMING THE AMERICORPS*VISTA MEMBER TO THE COMMUNITY

Send out a press release announcing the arrival of the AmeriCorps*VISTA member at your organization.

Talk about the member's goals and how they are going to improve your community. See if you can arrange an interview with the new AmeriCorps*VISTA member on a local radio station.

Host a reception and invite community leaders, board members, and program participants to meet the new addition to your agency. Plan a day of community service activities, inviting board members and community leaders, and introduce the new member at that time. Submit a press release to the local media each time you hold an event.

The site supervisor should be the person giving the tour of the community, making introductions, and generally making the AmeriCorps*VISTA member feel welcome.

IDENTIFYING MEDICAL PRACTITIONERS

Please help your AmeriCorps*VISTA members with this process. If there are other AmeriCorps*VISTA projects in your city or town, ask their members about the research they have already done regarding healthcare providers.

In thirty-seven states, a network of preferred provider organizations (PPOs) is available through AmeriCorps*VISTA's health benefits contractor, Acordia Healthcare Solutions. Members in these states will receive a PPO directory broken out by geography and medical specialty along with other health care materials approximately four weeks after pre-service orientation. This network allows AmeriCorps*VISTA members to see selected health care providers without financial risk. These providers and the insurance company hired under contract to set up the network have agreed to a fee schedule for services provided. Members who go to a provider outside of the network in a state where a network is available incur the risk of being charged above the usual, customary, and reasonable (UCR) fee. While the health plan will cover allowable costs up to that level, costs exceeding UCR limits will be charged to the member.

The remaining thirteen states are not covered by a PPO network. In these states, members may see any health care provider of their choice, keeping in mind that no provider is required to accept a particular patient or insurance card. In these states, members do not incur the risk of being charged for fees in excess of UCR limits. Please call providers to see if they will honor the insurance card provided. As a last resort, members may need to pay for services and file for a reimbursement. All members are required to precertify all inpatient admissions and outpatient services (with a cost of \$500 or more) by calling the toll-free number on the back of the health benefits card.

EMERGENCY FUND

If an immediate family member (spouse, parent, sibling, child, grandparent, or guardian) of an AmeriCorps*VISTA member becomes critically ill or dies and if the Corporation cannot provide a prepaid ticket in advance of the approved emergency leave, the sponsoring agency should furnish the needed travel assistance, including an advance of up to \$500 from its own funds, to the member if in accordance with the terms of the Memorandum of Agreement. Such advances, however, should be authorized (by telephone) by the Corporation State Office. Both the sponsor and the member must complete and sign the AmeriCorps*VISTA Payment Voucher form to record receipt of any emergency travel advance. The form is then forwarded to the Corporation State Office for processing so that the sponsor is reimbursed for the advance. *For more information on emergency procedures, see the AmeriCorps*VISTA Handbook.*

ONE AMERICORPS*VISTA MEMBER'S ADVICE TO OTHER MEMBERS ON GETTING STARTED

This is an article written by an AmeriCorps*VISTA leader who served with the National Alliance to End Homelessness in Washington, D.C. It was printed in the *AmeriCorps*VISTA Source* (see page 86 for more information on the Source).

From A to Z: AmeriCorps*VISTA Project Development

By Chris Von Zuben

AMERICORPS*VISTA MEMBERS AND THEIR SUPERVISORS

One of the keys to a successful year as an AmeriCorps*VISTA member is developing a good working relationship with your AmeriCorps*VISTA supervisor. So here are a few tips to ensure that the relationship has a good foundation, which will be a tremendous benefit to the project and its development.

1. Find out if your supervisor has attended a pre-service orientation (PSO) when you begin your year of service and if they haven't, encourage them to attend as soon

as possible. All AmeriCorps*VISTA supervisors must attend one pre-service orientation. Hopefully PSO will help them to better understand your role as an AmeriCorps*VISTA member.

2. Know your workplan inside out. The only item more important to you as an AmeriCorps*VISTA member than your AmeriCorps*VISTA Handbook (which you should read and follow) is your assignment description/workplan! Every AmeriCorps*VISTA member should have a copy of his or her workplan and know exactly what it means. (Every an AmeriCorps*VISTA member has one. A supervisor can't be awarded an AmeriCorps*VISTA member without submitting one to their Corporation State Office). Assuming you have a copy of your workplan, you and your supervisor should review it meticulously so everyone knows what is expected of one another.

3. Read your handbook if you aren't busy in the first few weeks. AmeriCorps*VISTA supervisors are required to submit an orientation plan to the Corporation. A proper orientation should keep an AmeriCorps*VISTA member busy for at least the first two weeks of service. If at first you are not busy, you should read your AmeriCorps*VISTA Handbook (I'm serious) and familiarize yourself with the neighborhood where you are working. If as an AmeriCorps*VISTA member you are being drastically underutilized, ask your supervisor if it would be possible and appropriate to survey the people you will be serving. Surveys are a great way to meet people and learn about their most pressing needs.

4. Know what your supervisor does from 9:00 to 5:00. You will be better aware of how your supervisor can help with your project's objectives and career goals.

5. Set a specific time and day aside to meet each week, especially during the first month or two of service. If possible, try meeting in a different place within the community each time. Get coffee or breakfast at a local diner or walk through your community when you meet.

6. If you are working for a partnership of organizations, you should be invited to each organization and be given a presentation on the functions and mission of each contributing partner and their role in the partnership.

UNDERSTANDING YOUR PROJECT

Know that your workplan is *not* written in stone. If, after two or three months of service, you find yourself not doing what is laid out in your workplan, reassess it. Maybe it is necessary to change your workplan. When does anyone's job description remain the same year after year?

Do not assume you have to tackle all of your objectives at once and complete them in one year. It may be that one objective cannot be successfully accomplished until another is completed. Prioritize the objectives in your workplan. If the assignment description does change, make sure the changes are made on paper for the next AmeriCorps*VISTA member.

It may also be useful to draft an overview of the project that you could distribute to any interested parties. Make sure you include your name and project phone number on the overview. You might also want to list the needs of your project.

YOUR STATE OFFICE

Establish a good relationship with your local AmeriCorps*VISTA State Office. Ideally, you want your state director to know your face and name. If you don't hear from your state office, call them, send them a letter or even drop by their office. You may get free AmeriCorps stuff just for stopping in and saying hello!

IN-SERVICE TRAINING

Do not assume you will have all the experience and education you need to accomplish your project's objectives just because you attended a PSO. It is quite likely that you could use additional assistance or education which a supervisor might not be able to provide. In addition, keep in mind that it may take a month or two to figure out exactly what in-service training you need. Once you do, don't be afraid to ask the AmeriCorps*VISTA State Office for funding! In-service training could be a seminar, an intensive training, or a course at a local college, so long as it is affordable and applicable to your project. When you do find the training you want, arrange details immediately. The process of completing the necessary paperwork to get the funds you need from the Corporation can be time-consuming. (Editor's note: Some states provide statewide in-service training for all AmeriCorps*VISTA members but every state is different.) *For more information about in-service training, see your AmeriCorps*VISTA Handbook.*

CREATE A "TASK STATEMENT"

Establish a task statement that tracks a project's goals and accomplishments. This will not only reflect your accomplishments but also assist the project in receiving funding and support. To create one just take the objectives from your job description and write down specific actions (or goals) which will help you reach each objective. But don't stop there! Once you have taken an action or accomplished a goal, list it as such. For example: Objective 1: Identify community resources and obtain commitments.

Accomplishments:

- ◆ Reserved use of Curtis Park Community Center's Computer Bus (a mobile computer resource center) for visits to East Village and prepared flyer about the Computer Bus for distribution to East Village residents.

Goals:

- ◆ Arrange to have the bookmobile visit East Village and Wrinkle County in the spring.
- ◆ Generate a list of community-based funding sources, such as Colorado National Bank, Bank One, or Norwest.

If you keep your task statement up to date, it serves as an excellent record of what you have accomplished while also giving you a document to refer to if you ever find yourself with nothing to do. A well-maintained task statement always reminds you of something you never got around to a month or two ago. It also can serve as an amazing aid when it comes time to do an ever-exiting quarterly report. *What's a quarterly report (Project Progress Report)? See your AmeriCorps*VISTA Handbook.*

CREATING CREDIBILITY

Begin establishing credibility immediately. One of the most critical and often most difficult aspects of developing a project is establishing your own credibility and that of your project's. If you do not have the respect of those you serve, other social service providers in the community, or even those with which you work, your project is not likely to succeed. To earn respect and have people believe in you and what you doing, consider the following:

- ◆ At first, it is vital for you to listen, listen, and listen.
- ◆ Ask people what they need or what they would like to do.

- ◆ Be patient. Earning respect and trust takes time. It may take several months.
- ◆ Keep in mind that low-income individuals and communities often see many a program or volunteer come and go.
- ◆ Do *not* make promises you can't keep.
- ◆ Know what is going on in your community. Read the local weekly newspaper. Attend community functions or celebrations.
- ◆ Make yourself visible and available to those you are serving.
- ◆ Know the history of your project and what effects – positive or negative – it has had on the community or those you serve. Find out if the AmeriCorps*VISTA members before you were well received and on what terms they departed.
- ◆ Network, network, network.
- ◆ Explain what AmeriCorps*VISTA is and why you chose to be a member (in other words, show people your paycheck).
- ◆ If you do something good, tell people about it.

PASSING THE TORCH

Project development can easily come to a halt or regress during the change from one AmeriCorps*VISTA member to another. Here's a checklist for ensuring a successful passing of the torch between members:

- ◆ If possible, have the new AmeriCorps*VISTA member start while the old one is still around. Allow for at least a week of overlap time.
- ◆ The process of finding a new AmeriCorps*VISTA member should start three months before the current AmeriCorps*VISTA member's last day.
- ◆ Organize the recruitment and selection of the new AmeriCorps*VISTA member yourself.
- ◆ Pass on the task statement to the new AmeriCorps*VISTA member.

- ◆ As an AmeriCorps*VISTA member, remember what you would have appreciated learning during your orientation and pass it on to your successor. See to it that the new AmeriCorps*VISTA member's orientation is better than yours.

*Chris Von Zuben was an AmeriCorps*VISTA leader for the National Alliance to End Homelessness in Washington, D.C. Previously, he served as an AmeriCorps*VISTA member at the Safe Neighborhood Action Plan (SNAP) in Denver, Colorado.*

PROJECT IMPLEMENTATION

*This section discusses the roles and responsibilities of an AmeriCorps*VISTA supervisor. It describes the management and supervision of members and monitoring of projects by Corporation State Offices.*

WHAT DOES SPONSORSHIP MEAN?

Checklist of Responsibilities for AmeriCorps*VISTA Supervisors

- ✓ Have full knowledge of the AmeriCorps*VISTA project application, including the project workplan and the member(s) assignment description, as well as the Memorandum of Agreement between the sponsoring organization and the Corporation for National Service.
- ✓ Attend AmeriCorps*VISTA PSO, including the supervisor's training session prior to the recruitment of members.
- ✓ By the beginning of PSO, read and become fully familiar with the AmeriCorps*VISTA Handbook and the Health Benefits Handbook.
- ✓ Submit member applications from qualified applicants to the Corporation for National Service at least forty-five days prior to the PSO you intend the members to attend. Qualifications include meeting all legal requirements of AmeriCorps*VISTA, having the skills required in the assignment description, and being suitable for the assignment.
- ✓ Provide each AmeriCorps*VISTA member with a copy of the project workplan and assignment description, and be prepared to discuss them at the pre-service orientation (if you attend the PSO with them) or during on-site orientation immediately thereafter.
- ✓ If a majority of the Board of Directors does not represent the low-income community, establish a project advisory board, at least 51 percent of whose membership is composed of representatives of the low-income community, to assist in project planning and implementation.
- ✓ Provide on-site orientation for the AmeriCorps*VISTA members following guidance provided on page of this manual, such as clarifying their role within the agency and community.

- ✓ Identify and provide phone numbers for a doctor, hospital, and pharmacist who will accept the AmeriCorps*VISTA Health Care Benefits Program prior to the placement of the AmeriCorps*VISTA members.
- ✓ Provide office space, phone, and other supplies needed by members to perform their assignments.
- ✓ Ensure that your organization as an AmeriCorps*VISTA sponsor has a \$500 emergency fund available for AmeriCorps*VISTA member emergencies (to be reimbursed by the member or Corporation if in accordance with the terms of the Memorandum of Agreement).
- ✓ Ensure that the health and safety of members are not jeopardized during their assignments.
- ✓ Immediately (within twenty-four hours) report to the state office any change in the status of members, such as early termination, arrest, absence without leave, hospitalization, and other long-term absences.
- ✓ Provide career development assistance to AmeriCorps*VISTA members.
- ✓ Identify potential resources in the community that members may need to mobilize.
- ✓ Introduce AmeriCorps*VISTA members to the community through the use of media and letters of introduction to local officials.
- ✓ Provide information to local media on project start-up and project accomplishments.
- ✓ Provide overall direction and support for the members.
- ✓ Provide the members with reimbursement for on-site travel as specified in the project application and Memorandum of Agreement, or provide other means of transportation.
- ✓ Submit required documents to the Corporation State Office in a timely manner, including Project Progress Reports, Sponsor Verification Forms, member applications, and the renewal project application.
- ✓ Hold weekly meetings among the member(s) and supervisor and the staff or advisory council during the project's first quarter and at least biweekly meetings thereafter. This should be quality time (no interruptions) for problemsolving and planning.

- ✓ Arrange for training of members as appropriate so they can obtain skills required for their assignments.
- ✓ Provide a recommendation to the Corporation State Office on members' status at the end of their service year, including scheduled termination, extension, or reenrollment. Complete and submit Future Plans Forms (*see appendix D*) to the state office at least sixty days in advance of the service completion date.
- ✓ Meet with Corporation staff during scheduled monitoring visits.
- ✓ Provide assistance of members during special service events, such as Martin Luther King Jr.'s Birthday, Make a Difference Day, and National Volunteer Week.
- ✓ Release members for special duty and follow appropriate procedures during federally declared disasters.
- ✓ Release members to participate in Corporation for National Service training events.

PROJECT ADVISORY COUNCIL

Each project sponsor is required to establish an advisory group, or utilize an existing one, which is composed of at least 51 percent of representatives of the project community, prior to assignment of AmeriCorps*VISTA members. The project's existing Board of Directors can fill that role as long as at least 50 percent of the members are from the community being served. This project advisory council should provide guidance in the implementation of the project workplan and support to members during their service year. The advisory council has the following responsibilities:

- ◆ To the extent practical, assist the sponsor in the initial planning of a new project proposal and in the planning of a continuation project application.
- ◆ Review and provide comment on the project application before it is submitted to the Corporation.
- ◆ When appropriate, assist in the selection of the AmeriCorps*VISTA member(s).
- ◆ Meet with the sponsoring organization's staff at least twice per project year to review and comment on the development and implementation of the project.
- ◆ Submit, if it chooses, written reports and copies of minutes of its meetings to the sponsor to accompany the sponsor's Project Progress Report.

PROJECT MONITORING

To measure the outcomes of a project and plan for its sustainability, it is important to keep track of project accomplishments. Tracking accomplishments also assists the Corporation for National Service in its public relations, marketing, and recruitment activities. One tool the Corporation for National Service uses for tracking project accomplishments is the Project Progress Report (*see figure at the end of this chapter*). This report is submitted to the Corporation State Office quarterly for first-year projects and semiannually thereafter, unless otherwise specified by the Corporation State Office. The report is divided into four sections: project accomplishments, resources generated, problems, and volunteer information. Each section should be completed using the most detailed information available. Responses should describe progress in achieving project goals and objectives, and where applicable, give quantifiable information. The “project accomplishments” section should relate directly to the project workplan. Each goal and objective should be discussed, even if minimal work was accomplished. Members should also attach a summary of what they regard as their major project contributions. If this project is a collaboration with other Corporation for National Service programs, a list of those programs should be attached to this section, followed by a summary on the success of the collaborative effort. Advisory council meetings will reflect the involvement of the community in the project. Please attach a copy of meeting minutes, if applicable, to the report.

The “resources generated” section requests quantifiable information on monetary, in-kind, and local volunteer resources contributed to the project or sponsoring organization as a direct result of AmeriCorps*VISTA efforts. Information should be in specific terms. This section also requires a report on how the AmeriCorps*VISTA accomplishments will become institutionalized once AmeriCorps*VISTA resources are withdrawn. Describe how the community has assisted in the project implementation and how it will continue sustainability efforts. The report should indicate how the project is meeting community needs as described in the project application.

The “problems” section provides important information for future planning. Please elaborate on what worked and what did not. If problems are solvable, please explain changes that have to happen to resolve the problems. If solving the problem requires changes to the project workplan and/or member assignment description, present the proposed changes to the Corporation State Office for approval.

The “volunteer information” section is designed to gather information on support the members have received to help them meet their workplan goals. Training that has taken place for members, publicity for members and the project, and career plan development should be explained in detail. If necessary support has been identified and the project needs the Corporation State Office to provide it, please specify in this section.

Once the Corporation State Office reviews the submitted report, the office will determine the amount of training and technical assistance the project needs and will follow through accordingly.

This may take the form of on-site supervisor training, specialized early service or in-service training, guidance on administrative procedures, or revisions to project workplans and/or assignment descriptions.

PROJECT SITE VISITS

Site visits, conducted by the Corporation State Office staff to monitor and support the sponsoring organization, are designed to meet specific needs, enhance project effectiveness, deliver technical assistance, and support and recognize project successes. Site visits are a method of exchanging information; ensuring compliance with general administrative, financial, and program requirements; providing technical assistance and guidance as needed; and assisting with project promotion. The Corporation views the site visit as the principal mechanism for reviewing project management, judging project progress, and determining and responding to project needs technical assistance and redevelopment.

Corporation State Office staff will make site visits to projects in accordance with annual program guidance and state plans. Projects are reviewed in a comprehensive and timely manner for administrative effectiveness, compliance, and quality. Corporation Headquarters staff may also make project site visits. Staff monitor projects according to three categories:

- ◆ Sponsors/Supervisors and Their Roles:
 - member recruitment
 - member assignment
 - on-site orientation
 - in-service training
 - career development assistance for members
 - administration, including provision of supervision, transportation, and other support
 - assessment of need for Corporation support and training
- ◆ Compliance
 - programmatic compliance
 - fiscal compliance

- legal/regulatory compliance
- ◆ Community Impact and Self-Sufficiency
 - accomplishments
 - troubleshooting/mechanisms for overcoming challenges
 - resources generated
 - sustainability—how the community is going to take over when the member is gone

An additional fiscal review may also be conducted if a project has been awarded a supervision or transportation grant.

CORPORATION REVIEW OF THE AMERICORPS*VISTA PROJECT

Overall goals and specific objectives are amended from year to year based on project accomplishments, achievement of long range goals, and plans for institutionalization. The Corporation State Office review is generally conducted at the project's midpoint.

To prepare for review:

- ◆ Gather all monthly reports, minutes of meetings, quarterly Project Progress Reports and financial reports if applicable.
- ◆ Present the reports to your board and advisory council.
- ◆ Review the achievement of long-term goals and objectives, monitoring reports, and advisory council evaluations.
- ◆ Review progress against long-range plans. With community leaders, the advisory group, agency members, and agency staff, amend objectives based on progress to date, institutionalization plans, and member accomplishments.
- ◆ Evaluate activities of members.
- ◆ Make decisions on how to proceed once the true costs and benefits of the project have been assessed.
- ◆ Review the skills of the individual members in relation to needs and plans. Make a decision to retain these members or, if necessary, seek new recruits.

EVALUATION

Projects are required to respond to all Corporation evaluations, conducted annually or biannually. One survey evaluates AmeriCorps*VISTA project accomplishments, outcomes, and impact if it can be measured. Another evaluates the sustainability of AmeriCorps*VISTA projects, measuring the success of the project in meeting the community needs expressed in the project application. For more information see *Programming for Impact*, a technical assistance document put together by AmeriCorps*VISTA, and available from your Corporation State Office.

PROMOTING YOUR PROJECT AND AMERICORPS*VISTA

AmeriCorps*VISTA members and supervisors will receive information at pre-service orientation and early service training on how to write a press release and promote their projects. Send press releases to local newspapers and radio or television stations every time there is a significant event. If a member writes and receives grant funding for a project, send out a press release. If a member is holding an event, send out a press release. When a member arrives and leaves, have a reception, invite community leaders, and send out a press release. Members must provide written consent before a project director can release their names or photographs to the media.

The Corporation for National Service participates in several service days throughout the year, such as Make a Difference Day in October, the Martin Luther King Day of Service in January, and National Volunteer Week in April. Encourage your AmeriCorps*VISTA member(s) to get involved. Their participation may help spread the word about the work they are doing throughout the community.

Also, send all press clippings, awards, and other special recognition activities to your Corporation State Office with your Project Progress Reports (or when there is a timely event). They will pass that information on to Corporation Headquarters, which may be able to generate more publicity for your project and your members. Included in your Supervisor's Kit is "A Guide to Working with the Media," written by staff from the Corporation's Office of Public Affairs specifically for AmeriCorps*VISTA members and project directors.

TRAINING

*This section explains the training opportunities available to AmeriCorps*VISTA members before and during their service year and the training opportunities for you as an AmeriCorps*VISTA supervisor.*

OVERVIEW OF AMERICORPS*VISTA TRAINING

Pre-Service Orientation (PSO)

- ◆ A two-and-a-half-day orientation to AmeriCorps*VISTA and how to get started before the service year begins.

Supervisor Training

- ◆ A separate supervisor's training track conducted at every PSO. Some Corporation State Offices also periodically hold supervisor training. Your Corporation State Offices can give you more information on whether one is being planned for your area.

On-Site Orientation

- ◆ An orientation that allows the supervisor and other staff to introduce the new AmeriCorps*VISTA member(s) to their community (for nationally recruited members) and to their organization during the first week or two on the project site.

Early Service Training

- ◆ A training sponsored either by the Corporation for National Service or an organization that the sponsor identifies. It should be held several months after the PSO to meet the training needs the member has identified in beginning his or her project.

In-Service Training

- ◆ Any training, course, or conference identified by the sponsor, the Corporation State Office, or the member that meets the training needs of a member.

SUPERVISOR TRAINING

Objectives of the training:

- ◆ To gain knowledge of an AmeriCorps*VISTA supervisor's responsibilities (including supervising, reporting, following administrative procedures, etc.);
- ◆ To understand the role of the AmeriCorps*VISTA in the community development process;
- ◆ To gain a better understanding of what is expected of AmeriCorps*VISTA members, which will aid supervisors in recruiting the best qualified candidates to accomplish the resource mobilization task;
- ◆ To understand AmeriCorps*VISTA members' expectations of their supervisors during the PSO as well as throughout the project lifespan;
- ◆ To understand what elements should be considered in a renewal application workplan and how to revise project workplans;
- ◆ To gain a familiarity with the complete project application (including job description, workplan, on-site orientation, in-service training, Memorandum of Agreement, etc.);
- ◆ To understand how to sustain the AmeriCorps*VISTA project and construct a workplan using impact programming and reporting;
- ◆ To interact with other AmeriCorps*VISTA supervisors and members from other projects.
- ◆ To learn about AmeriCorps*VISTA recruitment (both local and national);
- ◆ To meet Corporation State Office staff;
- ◆ To provide time for the member and the supervisor to deal with personal concerns, such as expectations for further training, reporting procedures, and the degree of responsibility desired or required;
- ◆ To interpret and clarify AmeriCorps*VISTA terms and conditions (including the education award, how to deal with difficult volunteers, vacation, sick time, grievance procedure, etc.);
- ◆ To discuss the responsibility of a supervisor for an AmeriCorps*VISTA member's career development;

- ◆ To discuss the value of the AmeriCorps*VISTA project advisory council and how to use it to develop a project;
- ◆ To address supervising large projects with several sites versus small single-site projects;
- ◆ To explain site visits, their purpose, and the goal of the Corporation State Office to visit a project once a year;
- ◆ To give information on cost-share projects, partnership projects, how they work, and how to put one together (including an explanation of different types of projects); and
- ◆ To receive training from experienced supervisors.

PRE-SERVICE ORIENTATION

The PSO provides an introduction to AmeriCorps*VISTA for both prospective members and project supervisors. The PSO is a three-day orientation that includes a half-day session for new supervisors only. During the remainder of the PSO, supervisors join the trainees while they become oriented to their role in the community and to their project as an AmeriCorps*VISTA member. Supervisors should attend a PSO before their trainees attend theirs. Attending enables supervisors to gain a clearer understanding of the qualities and skills to look for in applicants. It is also recommended that supervisors attend the PSO that their future members attend if feasible. This gives supervisors an important opportunity to observe the new members and answer any questions that may arise. Each PSO is conducted by corporation staff and training consultants, assisted by project sponsors/supervisors and current or former members. The orientation is conducted on a multi-state basis with members from several locations participating. This promotes a sense of the “bigger picture” of national service and allows trainees to meet their counterparts, who will be embarking on a variety of projects. The PSO is used by Corporation staff to make a final determination of a trainee’s qualifications for AmeriCorps*VISTA service. At the end of the orientation, members should have a basic knowledge or understanding of the following:

- ◆ The philosophy and goals of AmeriCorps*VISTA;
- ◆ Their sponsoring organization, project workplan, and member assignment description;
- ◆ Their role as resource mobilizers, facilitators, recruiters and coordinators of community volunteers, and organizational capacity builders; and
- ◆ Basic skills development in community analysis, communications, community development, and networking.

ON-SITE ORIENTATION

You will need to prepare a three-to-five-day orientation for new members when they first report to your project. A draft of your on-site orientation plan should be mailed to your Corporation project manager for review and comment along with the AmeriCorps*VISTA project application or shortly after the project is approved. The on-site orientation should include, but not be limited to, orientation to the *sponsoring organization*, the *community* served by the organization, and the *assignment* in which the member will be engaged.

PLANNING FOR ON-SITE ORIENTATION

Orientation has as its overall purpose the establishment of an effective working relationship between the new AmeriCorps*VISTA member and the supervisor, the organization's staff, and the community. The purpose of this section is to assist you in developing an effective, well-planned orientation that in turn will set expectations in the mind of the member as to the seriousness of the task of your project and demonstrate your willingness to provide support and direction to the member.

Two additional benefits of an effective orientation should not be overlooked. First, structure of the orientation can assist you in more accurately assessing the individual training needs of each new member.

This assessment will help you in planning for future training necessary to increase the skills, competence, and expertise of the member. Second, without the pressure of formal "work," the orientation should help both you and the member begin negotiating the assignment's activities and the degree of responsibility granted, keeping in mind both the project needs and the member's needs and interests.

At the end of the on-site orientation, members will have a basic knowledge or understanding of the following:

- ◆ Background, purpose, and structure of the sponsoring organization;
- ◆ Background of the local community and identification of community leaders;
- ◆ Nature of the low-income population served by the AmeriCorps*VISTA project;
- ◆ Potential resources that can be applied to achieve project goals;
- ◆ Specific member assignment and skills needed to accomplish tasks; and
- ◆ Assessment of member performance by the supervisor.

Content

The orientation should contain, but not be limited to, the following:

- ◆ Time to meet and relate to key people in your organization and in your community;
- ◆ An explanation of organizational policies and procedures (supplies, transportation reimbursement, answering the phones, etc.) and a definition of work space;
- ◆ An overview of what the new member(s) will be doing for the next year in the assignment;
- ◆ An introduction to techniques, skills, and information related to the assignment that will be developing the member's abilities and expectations;
- ◆ A review of terms, conditions, and benefits of AmeriCorps*VISTA service;
- ◆ An overview of AmeriCorps*VISTA's legal and administrative requirements; and
- ◆ Time for the member and the supervisor to deal with personal concerns, such as expectations for further training, reporting procedures, and the degree of responsibility desired/required.

Process

You can use a variety of activities to effectively accomplish the orientation, such as the following:

- ◆ Field trips
- ◆ Group discussions
- ◆ Demonstrations
- ◆ Staff, advisory board, and community meetings
- ◆ Interviews with key community leaders
- ◆ Interviews with community residents
- ◆ Readings from a selected list that includes local newspapers.

The more the new member can be involved in the learning process, the more effective the learning and the orientation will be. And don't overlook enjoyment—both for the member and for you.

Format

In the AmeriCorps*VISTA project application, your organization developed a workplan for the member(s) in support of the project's goals and objectives. Also, included in the "project narrative" section is an assessment of anticipated on-site training needs of the member and an indication of how you plan to meet those needs. Some of those needs will undoubtedly change depending on the skills, experience, and attitudes of the individual new member. However, we encourage you to utilize the goals-and-objectives approach (training by objectives) and relate your orientation plan to the members' workplans.

In formatting your plan, note that a training goal describes the situation you would like the member to be in at the end of orientation; it describes the result of the learning experience. Objectives, then, are the blueprint by which the goal is to be achieved. Objectives should be specific and measurable (so both of you can tell if they were reached). Activities are the things done to accomplish the objective. *See sample pages in the next subsection.*

SUGGESTED TOPICS FOR ON-SITE ORIENTATION

The following is a list of questions on suggested areas that typically should be covered during your orientation:

The Community

What are the needs and assets of the community?

- ◆ What are the basic problems of the low-income community in economic development, education, employment, housing, health, etc.?
- ◆ What are the governing structures operating in the community?
- ◆ What are some of the groups working in the community?
- ◆ What are the needs and the issues of concern?
- ◆ What are the strengths/assets of this community?

What is the specific goal(s) of the member assignment?

- ◆ How is the goal(s) integrated into the rest of the AmeriCorps*VISTA project?
- ◆ How will you and the member know when the goal is reached?
- ◆ How are different members' activities related?

- ◆ What conditions should exist at the end of the year of service?

What are the specific objectives needed to achieve the goal? List them.

- ◆ What is the overall strategy to accomplish these objectives?
- ◆ How was the strategy arrived at, and who participated in the formation of the strategy?
- ◆ What are the things to be done by the member in the first month?
- ◆ What skills does the member need to be effective? What arrangements have been made to obtain those skills?

Umbrella Projects

What is the relationship between the sub-sponsor/supervisor and the overall sponsoring organization?

How do the goals/objectives of each sub-sponsor relate to those of the overall project?

SAMPLE ON-SITE ORIENTATION SCHEDULE

The following pages contain the Goals and Objectives sheet for on-site orientation, which explain to the member (and others) what the end result will be and what the member will be expected to know. The Schedule Sheet is the agenda for the member and others involved in orientation. It should include what, where, when, and who will be involved in the orientation. These two forms are to be completed and sent to your project manager for review and comment prior to the orientation.

Goals and Objectives

Project: Sample

Daily Session Plan

Monday, February 6

Time/Place	Session	Methodology	Materials/Personnel
8:30 a.m. Supervisor's Office, Room 7, PCC	Tour of PCC Office	The tour will be conducted by the AmeriCorps*VISTA supervisor Brief meeting/welcome by EX DIR at 8:45 (midtour)	Kate Rodgers, AmeriCorps*VISTA supervisor
9:30 a.m. Conference Room	PCC meeting	Introductions and welcome. Discussion of member prior to business.	Organizational chart Copy of bylaws Supervisor
11:00 a.m. Conference Room	Meeting	Discuss organizational philosophy and purpose, the relationship of agency and service area	Copy of current agency operational plans Emily and Bill, program coordinators
12:00 noon Coffee Room	Brown bag lunch		
1:00 p.m. Supervisor's Office	Discussion	Discuss personnel policies, office hours, board structure and responsibilities, committee set-up	Copy of personnel manual List of board members List of committees Supervisor

Project: Sample

Daily Session Plan

Tuesday, February 7

Time/Place	Session	Methodology	Materials/Personnel
8:30 a.m. Supervisor's Office, Room 7	Meeting with Neighborhood Association	Discussion of ongoing projects, future plans	AmeriCorps*VISTA Supervisor
9:30 a.m. Tour of the community (neighborhood layout, landmarks)			AmeriCorps*VISTA supervisor Community volunteer
12:00 noon	Brown bag lunch with advisory council	Introductions/discussion of ongoing projects, future plans, community needs with focus on AmeriCorps*VISTA workplan	AmeriCorps*VISTA supervisor Director of association Chairperson of association board Community leaders Sponsor staff Advisory council

EARLY-SERVICE TRAINING

Early-service training is an opportunity to receive training and technical assistance soon after pre-service orientation and beginning a project (ideally 60 to 120 days after the PSO). The purpose of preservice orientation is to orient the soon-to-be AmeriCorps*VISTA member to the mission and expectations of AmeriCorps*VISTA service. It can also assist the sponsor in assessing whether the trainee is an appropriate match for the project. Because the PSO is brief, very limited training is provided. After a few months, the AmeriCorps*VISTA member has had a chance to begin at the project site, get oriented to the community and the program, and begin on the project. Consequently, when the early service training takes place, the AmeriCorps*VISTA member has questions and is ready for training in particular areas. The Corporation State Office will organize and plan a local, statewide, or multistate early-service training or a training focused on a particular issue area. Training that the member could receive at early-service training includes mobilizing resources, member recruitment and management, strategic planning, diversity, conflict management, collaboration, working with the media, and other topics.

IN-SERVICE TRAINING

The project sponsor or supervisor identifies and provides the support for a member to attend an in-service training. This can be a conference, seminar, course, workshop, or any other form of outside technical assistance and training that is conducted by the sponsor itself, by other organizations or individuals, or by the Corporation. For instance, training needs can be met through a seminar conducted by a local university or a large nonprofit organization. Members can also attend a training conducted by another Corporation service program if the training applies to their workplan and promotes cross-stream collaboration. Prior approval by the Corporation is required for all in-service training plans as well as for the organizations and individuals that will deliver this training to AmeriCorps*VISTA members.

AmeriCorps*VISTA sponsors are expected to identify training opportunities, workshops, etc., for members at minimal or no cost. Because Corporation funds for in-service training are limited, sponsors requesting such funds should provide ample justification to the state office when seeking approval.

MEMBER ADMINISTRATION

*This section discusses the laws, regulations, and administrative procedures governing AmeriCorps*VISTA project sponsors and members.*

SPONSOR VERIFICATION FORM

This form is used to verify that a member is performing his or her duties during the two-week period that the form covers. It will be mailed or faxed to the project by Corporation Headquarters every other week. The form contains the names of all AmeriCorps*VISTA members assigned to the project as of the specified dates, along with scheduled termination dates. You need to annotate the form to indicate if any members have left or expect to leave in advance of their scheduled termination date, and certify and date the form. You will need to return this form via fax or mail to the state office within ten days of receipt. All forms, including those with no changes, must be returned to the state office to verify members' status.

MEMBER LEAVE POLICIES

Personal Leave

AmeriCorps*VISTA members are entitled to ten workdays of personal leave during each full year of service. Members who have served for less than a year but at least six months receive five workdays of personal leave. The member must request approval in advance from the sponsor/supervisor for all personal leave, specifying dates of leave requested. Normally, no leave is granted during the first three months or during the last month of service. During leave, all regular allowances are continued. The Corporation pays no travel expenses for members' personal leave.

Emergency Leave

The sponsoring organization may grant an AmeriCorps*VISTA member up to one week of emergency leave if an immediate family member (spouse, parent, sibling, child, grandparent, or guardian) becomes critically ill or dies. Any additional time away from the project requires the approval of the Corporation state director. Emergency leave does not count against the member's personal leave time. The sponsoring organization should notify the member that he or she is expected to provide evidence that the emergency leave is for an immediate family member.

AmeriCorps*VISTA will pay for transportation by the fastest regularly scheduled means to and from the site of the emergency, or to the member's home of record, provided the destination is within the United States or in a U.S. territory. The member will be reimbursed for actual travel expenses and will receive no additional allowances.

In the event that the Corporation cannot pay for or provide a prepaid ticket in advance of the approved emergency leave, the sponsoring organization should furnish the needed travel assistance, including an advance of up to \$500 from its own funds to the member if in accordance with the Memorandum of Agreement. Such advances, however, should be authorized (by telephone) by the Corporation State Office. Both sponsor and member must complete and sign the AmeriCorps*VISTA Payment Voucher form (*see appendix*) to record receipt of any emergency travel advance. The form is then forwarded to the Corporation State Office for processing so that the sponsor is reimbursed for the advance.

All regular member allowances continue for ten days; if an emergency leave extends beyond ten days, all allowances, including stipend, may be discontinued by the Corporation State Office until the member returns to the project. Upon returning from emergency leave, the member must notify the project sponsor/supervisor, who in turn will notify the Corporation State Office.

*See the AmeriCorps*VISTA Handbook for a detailed description of the forms.*

MEMBER TRANSPORTATION WHILE SERVING

While AmeriCorps*VISTA must ensure that members have available the allowances and support needed to perform their project assignments effectively, the provision of adequate on-the-job transportation and supervision for members is primarily the responsibility of the sponsoring organization. AmeriCorps*VISTA recognizes, however, that in some instances sponsoring organizations requesting members for projects that conform to AmeriCorps*VISTA programming criteria may need assistance in support for transportation for members.

Vehicles owned by or leased to a sponsoring agency may be authorized for on-the-job transportation if necessary to carry out the member's project assignment. The Memorandum of Agreement between the Corporation and the sponsoring organization specifies what part of the operating, maintenance, and insurance costs of vehicles that the sponsor owns or leases will be paid by the sponsor. In some instances, the Corporation may provide funds for these purposes through a grant to the sponsor. In either case, the member will receive reimbursement directly by the sponsor for out-of-pocket expenses. Sponsors and AmeriCorps*VISTA members are responsible for compliance with all laws concerning vehicle registration, operator licensing, and insurance on any vehicles used officially as well as unofficially by members in the state and locality where they serve or reside. Members are covered by the Federal Tort Claims Act (*see the AmeriCorps*VISTA Handbook*) for

third-party liability (i.e., damage or injury to others while in the performance of official duties). However, the Corporation is not responsible for any damage to the member's own vehicle; thus, it is essential that members maintain adequate insurance on their own vehicles.

Whether members use their own vehicles, or vehicles operated by the sponsoring organization, the purpose of all trips must be clearly defined. For example, if a member is asked to perform work-related tasks such as taking persons from one location to another or stopping to perform an activity, any deviation from that assigned activity will not be covered, even if it is little more than personal shopping or a meal. Transporting persons associated with the project is discouraged since it may result in a claim for the negligence of the member while operating a vehicle, unless the trip had been approved by the sponsor. See the AmeriCorps*VISTA Handbook for detailed information on member transportation.

EDUCATION

Full- or part-time enrollment in an educational institution is prohibited except in the following circumstances: An AmeriCorps*VISTA member may take, at any given time, no more than one educational course that is directly related to the member's project assignment and/or is part of a member's career development plan. Permission of the project supervisor and the Corporation State Director is needed to take such a course. The hours in which a course may be taken should in no way interfere with the member's assigned project duties and work performance.

A member may be enrolled in an institution of higher education for the minimum number of hours required to maintain eligibility for a partial federal Pell Grant. To qualify for a partial federal Pell Grant, a student must be enrolled at least quarter time during the academic year. At schools measuring progress by credit hours and academic terms (semesters, trimesters, or quarters), "quartertime" means at least three semester hours or quarter hours per term. At schools measuring progress by credit hours but not using academic terms, "quartertime" means at least six semester hours or nine quarter hours per year.

OUTSIDE EMPLOYMENT

During their term of service, members live among and at the economic level of the people they serve. They remain available for service without regard to regular working hours at all times during their term of service, except for periods of approved leave. A member may not be absent from the project area without the approval of the sponsor or supervisor. Full- or part-time enrollment in an educational institution is also prohibited except as described in chapter 8 of the AmeriCorps*VISTA Handbook. A member may not receive any monetary compensation for services rendered as an AmeriCorps*VISTA member.

UNEMPLOYMENT COMPENSATION

AmeriCorps*VISTA members assigned to local sponsoring organizations are not in an employment relationship with either the federal government or the project sponsor for employment compensation purposes and therefore are not covered by unemployment compensation. AmeriCorps*VISTA members are not employees of project sponsors. Since members serve under the authority of federal statute, they have a limited employment relationship with the federal government, not the sponsor, and the limitations are governed by federal, not state, law. The AmeriCorps*VISTA project sponsor is not authorized to make any state unemployment compensation fund on behalf of AmeriCorps*VISTA members assigned to the organization.

Since AmeriCorps*VISTA members are not available to seek regular employment during their term of service, they are ineligible to receive any unemployment compensation while in service, even if they had received it prior to enrollment in service.

AmeriCorps*VISTA members are regarded as federal employees only for certain purposes as specified in the Domestic Volunteer Service Act of 1973, as amended (42 U.S.C. 5055). They are not regarded as federal employees for purposes of unemployment compensation, and allowances received from the Corporation are not regarded as wages, except for income tax and Social Security purposes.

NEPOTISM

Persons selected as AmeriCorps*VISTA members may not be related by blood or marriage to project staff, sponsor staff, officers or members of the sponsor's Board of Directors, or responsible Corporation program staff. No person shall hold a position as an AmeriCorps*VISTA supervisor if a member of his or her immediate family exercises supervisory authority over that position, or if the individual is related to a responsible Corporation program official.

MEMBER GRIEVANCE PROCEDURES

During a member's service, a situation may arise that directly affects the member's work situation or that the member believes violates regulations governing the terms and conditions of service, resulting in a denial or infringement of a right or benefit to the member.

Members may present and obtain resolution of grievances either informally or formally. The member grievance procedure is contained in 45 CFR Part 1211, which is reprinted in full in Appendix 4 of the AmeriCorps*VISTA Handbook. Members should read the procedure in its entirety before

initiating any grievance. An AmeriCorps*VISTA member who has a grievance should go to the AmeriCorps*VISTA supervisor first. Then, if the problem cannot be handled internally, the supervisor or the member should call the Corporation State Office.

MEMBER DISCRIMINATION COMPLAINT

The Civil Rights Act of 1964, as amended and as applied to the AmeriCorps*VISTA program, requires sponsoring organizations to ensure that no person shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the program. The Rehabilitation Act of 1973, as amended, that precludes discrimination on the basis of handicap applied to the AmeriCorps*VISTA program; the Age Discrimination Act of 1975 precludes discrimination on the basis age, and the Domestic Volunteer Service Act, as amended, extends discrimination coverage on the basis of creed, belief, sex, or political affiliation.

Any applicant for enrollment for service as an AmeriCorps*VISTA member, as well as any trainee or member who believes he or she was subjected to discrimination based on race, color, national origin, religion, age, sex, handicap, or political affiliation in connection with recruitment, selection, placement, service, or termination by the Corporation may utilize the discrimination complaint procedures contained in Appendix 6 of the AmeriCorps*VISTA Handbook.

An AmeriCorps*VISTA member who wishes to file a discrimination complaint should first contact the Corporation State Office for guidance in following proper procedures. No member who threatens to file a complaint shall be the subject of reprisal by either the sponsoring organization or the Corporation for National Service staff. *See the Handbook, for discrimination procedures.*

Any program beneficiary who believes he or she was subject to discrimination in the services provided by an AmeriCorps*VISTA sponsoring organization on the basis of race, color, or national origin may file a written complaint with the director of the Corporation's Equal Opportunity Office or the Chief Executive Officer of the Corporation within 180 days after the date of the alleged discrimination.

The Domestic Volunteer Service Act also provides that no sponsoring organization shall deny anyone employment because of his or her sex in connection with any program or activity receiving federal financial assistance and specifies that any program, project, or activity to which AmeriCorps*VISTA members are assigned shall be deemed to be receiving federal financial assistance.

The Rehabilitation Act of 1973, as amended, requires sponsoring organizations to make their programs and facilities accessible to handicapped persons, AmeriCorps*VISTA members, ben-

eficiaries, and the general public. Accessibility includes physical accessibility of buildings (including buildings where public meetings are held), public information dissemination (for the sight, hearing, or mentally impaired), and workplace accessibility.

Corporation regulations dealing with section 504 of the Rehabilitation Act of 1973 are contained in 45 CFR Part 1232, which is reprinted in full in Appendix 5 of the AmeriCorps*VISTA Handbook. No federal financial assistance may be extended to a sponsoring organization unless the grant, contract, or agreement authorizing it specifically provides that no person with responsibilities for the operation of the organization will discriminate with respect to the program because of race, color, national origin, sex, age, on the basis of disability if the participant or member is a qualified individual with a disability, or political affiliation (Section 417(a) of the Domestic Volunteer Service Act of 1973, as amended, 42 U.S.C. 5057).

GUIDELINES ON SERVICE OF MEMBERS IN CHURCH-RELATED ORGANIZATIONS OR ACTIVITIES

Each AmeriCorps*VISTA sponsor must ensure that:

- ◆ Members will not give religious instruction, conduct worship services, or engage in any other religious activity as part of their duties, or which would be perceived as part of their duties by members of the community in which they serve.
- ◆ No religious instruction, worship or proselytizing, or other religious activity will be conducted as part of a project to which members are assigned or referred. Textbooks and other materials used in connection with the project should not have religious or sectarian content.
- ◆ Members who serve in an institution that gives religious instruction or engages in other religious activities will not be used as replacements for regular personnel of the institution. For example, members assigned to serve in a program conducted under the auspices of a church-related school may not be used as substitutes for regular teachers in the school. However, they may work in new programs that are carried on in addition to the school's regular programs and that are conducted in conformance with the preceding rules.
- ◆ The opportunity to receive the benefits of any project in which members serve will be open to persons in need without regard to their religious affiliation. The availability of the project's benefits to all needy persons in that area served will be publicized.
- ◆ Participation in an AmeriCorps*VISTA project, by members or recipients, shall not be used as a means of inducing participation in sectarian or religious activities or of recruitment for sectarian or religious purposes.

- ◆ Facilities used primarily for AmeriCorps*VISTA projects shall, to the maximum feasible extent, be devoid of sectarian or religious symbols, decoration, or other sectarian identification.
- ◆ Admission to any programs supported by AmeriCorps*VISTA shall not be based directly or indirectly on religious affiliation or on attendance at a church, church-related school, or other church-related institution or organization. Affirmative steps shall be taken to make known the general availability of such programs in the area served.

PROHIBITIONS ON POLITICAL AND LOBBYING ACTIVITIES

Section 403 of the Domestic Volunteer Service Act of 1973, as amended (42 U.S.C. 5043), prohibits the involvement of AmeriCorps*VISTA programs or the use of funds in partisan or nonpartisan election activities, in voter registration activities, and in providing transportation to the polls. Additionally, no AmeriCorps*VISTA member or employee of a sponsor may take any action with respect to a partisan or nonpartisan political activity that would result in the identification or apparent identification of the AmeriCorps*VISTA program with such activity.

The act also prohibits the involvement of AmeriCorps*VISTA programs in any activity intended to influence the passage or defeat of legislation or proposals by initiative petition except in limited situations.

AmeriCorps*VISTA members, when on authorized leave, have the right to register to vote as they choose, express opinions about candidates and issues in a nonpublic context, contribute money to political organizations, attend political fundraising functions, attend political meetings, join and be a member of a political party or club, and sign nominating petitions if they do not identify any of these activities with AmeriCorps*VISTA or their sponsoring organization.

The organizational restrictions codified in statute are based on the premise that the assignment of members or the receipt of Corporation funds by certain organizations (regardless of the proposed assignment or activity of the member) is precluded because of the organization's stated purpose or the nature of its activities.

The restrictions on member assignments and activities contain four basic areas of prohibited activities:

- ◆ electoral activity;

- ◆ voter registration, except that programs assisted under this act may make voter registration applications and nonpartisan voter registration information available to the public on the premises of such programs;
- ◆ voter transportation to the polls; and
- ◆ efforts to influence legislation. The prohibitions are directed to the use of Corporation funds, the assignment of members, and any other activities supported by Corporation funds.

The Domestic Volunteer Service Act provides two exceptions to the prohibition on efforts to influence legislation:

- ◆ activity conducted at the request of a legislative body, committee, or member thereof, and
- ◆ activity related to an authorization or appropriation measure directly affecting the operation of the project or program. The regulation describes the conditions under which activities pursuant to these exceptions may be undertaken.

The regulation (45 CFR 1226) also describes the applicability of the restrictions to sponsoring organization employees and the obligations of sponsors to ensure observance of the regulation. *See Appendix 7 of the AmeriCorps*VISTA Handbook for the language in the legislation.*

LIMITATIONS ON DEMONSTRATIONS

No sponsor shall approve the involvement of any AmeriCorps*VISTA member assigned to the sponsor in planning, initiating, participating in, or otherwise aiding or assisting in any demonstration whatsoever. AmeriCorps*VISTA members will be permitted, either while on authorized leave or while not engaged in performing service or on service time, to participate in lawful demonstrations that are not related to projects of their sponsoring organizations, so long as they do not attempt to represent the views of AmeriCorps*VISTA or any group of AmeriCorps*VISTA members on any public issue; so long as their participation could not reasonably be understood by the community to be identified with the AmeriCorps*VISTA program, the project, or other elements of the members' service; and so long as participation does not interfere with the performance of their duties.

LIMITATIONS ON DISPLACEMENT OF EMPLOYED WORKERS

Section 404(a) of the Domestic Volunteer Service Act (42 U.S.C. 5044) prohibits AmeriCorps*VISTA members from performing activities or duties that would otherwise be carried out by employed workers; would supplant the hiring of, or result in the displacement of, employed workers; or would impair existing contracts for service.

Corporation regulations on nondisplacement of employed workers and nonimpairment of contracts for service are contained in Appendix 8 of the AmeriCorps*VISTA Handbook.

LIMITATION ON RECEIVING ANY COMPENSATION FOR SERVICE OF AMERICORPS*VISTA MEMBERS

Section 404(c) of the Domestic Volunteer Service Act (42 U.S.C. 5044) prohibits agencies or organizations to which AmeriCorps*VISTA members are assigned, or which operate or supervise an AmeriCorps*VISTA project, from requesting or receiving any compensation for the services of members supervised by such agency or organization.

Cash or in-kind contributions to an AmeriCorps*VISTA project, provided under the terms of a Memorandum of Understanding between the primary AmeriCorps*VISTA sponsor and another participating agency, are not considered compensation for member services. The Corporation must, however, review and concur in all such Memorandums of Understanding prior to implementation.

LIMITATION ON LABOR OR ANTI-LABOR ACTIVITY

Section 404(d) of the Domestic Volunteer Service Act (42 U.S.C. 5044) prohibits the assignment of AmeriCorps*VISTA members to activities or duties that assist, directly or indirectly, any labor or antilabor organizing activity or related activity.

INCOME EXCLUSION OF AMERICORPS*VISTA ALLOWANCES FROM BENEFIT CALCULATIONS UNDER FEDERAL, STATE, AND LOCAL ASSISTANCE PROGRAMS

Section 404(f)(1) of the Domestic Volunteer Service Act of 1973 (42 U.S.C. 5044) provides that payments received by AmeriCorps*VISTA members under this act (including subsistence allowances) shall not in any way reduce or eliminate the level of, or eligibility for, assistance or services that any member may be receiving under any governmental program. This legislative provision is designed to ensure that persons, and families of persons, receiving assistance or services under any federal, state, or local governmental program before entering AmeriCorps*VISTA service do not lose benefits or have benefits reduced as a result of their service. For example, persons who were receiving public assistance benefits before entering AmeriCorps*VISTA service will not have their

allowances counted in determining whether they are still eligible for benefits. In addition, the legislative history of this provision clearly indicates the congressional intent that the same treatment be given to any benefits for which AmeriCorps*VISTA members were eligible, although not actually receiving, prior to their service. Section 404(f)(1) also applies to persons who become eligible for assistance or services while serving as AmeriCorps*VISTA members for reasons not related to their service—for example, an AmeriCorps*VISTA member reaches the age of 65 while serving and becomes eligible for Social Security benefits. AmeriCorps*VISTA income shall not be counted in determining eligibility for, or the level of, Social Security retirement benefits. However, this provision will not apply if the Director of AmeriCorps*VISTA determines that the value of participants, adjusted to reflect the member's hours of service, is equivalent to or greater than the Fair Labor Standards Act minimum wage or the state minimum wage, whichever is greater. *Refer to the AmeriCorps*VISTA Handbook for more detailed information.*

PUBLIC ASSISTANCE BENEFITS

The Personal Responsibility and Work Opportunity Act of 1996, Public Law 104-193 (i.e., welfare reform legislation), may affect AmeriCorps*VISTA members who are eligible for or receiving public assistance in a number of ways, even though the income disregard provisions of Section 404(f) of the Domestic Volunteer Service Act, 42 U.S. C. 5044(f), remain in effect. In all cases, AmeriCorps*VISTA members receiving cash assistance from states should be encouraged to discuss any issues directly with their state (or county) agency worker to ensure that their AmeriCorps*VISTA service will not adversely affect their eligibility for cash assistance.

Time Limitations on Cash Assistance

The welfare reform law prohibits states from using federal money to keep a family on welfare beyond a five-year cumulative lifetime limit. In each state, however, 20 percent of welfare recipients must be working or in job training or vocational education programs.

At least eighteen states plan shorter lifetime limits for cash assistance than the five years allowable. And at least sixteen states plan shorter limits than the two years allowed by federal law before welfare recipients must be working or in job training or vocational education programs.

Some states imposed these time limits as part of their own welfare reform experiments before the federal law was enacted last year. In these cases, the time limits have already expired.

The language in Section 404(f) does not affect any state's ability to impose time limits on AmeriCorps*VISTA members who are currently receiving cash assistance. Any cash assistance they receive from the state while in AmeriCorps*VISTA will be counted against the state's time limits.

Work Registration Requirements

Within the framework of the welfare reform legislation, states can impose unique requirements regarding registration for employment or training programs. The federal law allows for a two-year time limit on cash assistance payments before welfare recipients must be working or enrolled in job training or vocational education programs. States, however, can impose even shorter time limits than the two years allowed by federal law.

AmeriCorps*VISTA members receiving cash assistance from the state will need to contact their welfare worker to ensure that they meet applicable state requirements so that their cash assistance payments are not jeopardized. As part of that process, however, state (or county) workers must be informed that persons who are serving in AmeriCorps*VISTA are not available for employment or job training programs. The language of Section 404(f)(2) should be cited to substantiate that fact and state (or county) workers should be encouraged to determine that federal law prevails. In some cases, welfare workers may determine that AmeriCorps*VISTA service is an exemption from any employment or training program. AmeriCorps*VISTA would support either determination.

In all cases in which AmeriCorps*VISTA members are dealing with welfare officials, members should be advised to identify themselves as AmeriCorps*VISTA members since the income disregard provisions of the Domestic Volunteer Service Act do not apply to other AmeriCorps programs.

CONTINUATION OF SERVICE

Continuation of service beyond the first year is not automatic. The supervisor should carefully review the member's performance and the future needs of the project. The sponsor then makes a recommendation to the Corporation State Office, which in turn must approve the continuation of both the project and the member. AmeriCorps*VISTA service should be made available to as many potential members as possible. For that reason, only about one-third of members enrolled for a one-year term of service are continued. AmeriCorps*VISTA members may serve a total of three years. The education award, however, is available for a total of only two years. If the member chooses to serve a third year and has already received two education awards, the member will receive the cash stipend payment for the third year. Near the end of the ninth month of a member's term of service,

a supervisor will receive an AmeriCorps*VISTA Future Plans Form (*see appendix*). The supervisor should meet with the member and discuss the member's future plans and consider how the sponsor or the Corporation State Office may assist the member in pursuing educational or vocational goals. The form should be returned to the Corporation State Office by the end of the tenth month of service. The final decision on continuation of service rests with the Corporation State Office.

REMOVAL OF A MEMBER FROM A PROJECT

If the sponsor determines that an AmeriCorps*VISTA member can no longer serve effectively on the project, the sponsor must request the member's removal in writing. The reasons for removing a member need to be stated in specific terms and include only those facts that are pertinent. If the state office cannot resolve the situation within fifteen days, the member will be removed from the project. However, termination from AmeriCorps*VISTA service is a function of the Corporation State Office.

RENEWAL OF A PROJECT

*This section focuses on the review and renewal of an AmeriCorps*VISTA project. Keep in mind that the goal of all AmeriCorps*VISTA projects is to phase out AmeriCorps*VISTA resources so that the community sustains the project or necessary elements of the project. This section also contains a checklist of items to remember when renewing your project.*

RENEWAL OF THE AMERICORPS*VISTA PROJECT

The formal renewal process for AmeriCorps*VISTA projects begins about five months before the end of current project year. It is at that time that a new proposal can be developed for a second, third, or (in limited instances) fourth year.

Usually the renewal process begins with a thorough review of the first half year's accomplishments, and ends with a decision on the part of the Corporation to continue or end the project at the end of the current program year. If the project has been successful, continuation is highly probable, unless it has been in operation for several years and institutionalization has or should have occurred. However, there is no guarantee of continuation. Several conditions enter into a project renewal decision by the Corporation State Office:

- ◆ Resources, in the form of appropriations, must be available for the AmeriCorps*VISTA program.
- ◆ The project must have performed well in meeting its goals and objectives.
- ◆ The project must have complied with provisions contained in the Memorandum of Agreement, the AmeriCorps*VISTA Handbook, and other applicable guidelines and regulations.

The process of reviewing a continuation proposal is similar to the review process for the initial period, but with several important differences:

- ◆ The Corporation will review the previous year's accomplishments, which must be included in renewal proposals.
- ◆ The Corporation will review long-range plans, especially regarding project sustainability, which must be discussed in renewal proposals.
- ◆ The Corporation will review project progress reports, monitoring reports, and feedback from AmeriCorps*VISTA members to ensure the project is making substantial progress in meeting goals and objectives.

- ◆ The Corporation will review the level of resource mobilization, including volunteers recruited, from the previous year as well as plans for the coming year.

AMERICORPS*VISTA RENEWAL APPLICATION CHECKLIST

All Renewal Applications Must Contain

- ◆ Original and one copy of Part B of the application (A-1421), each with original signatures on pages 1 and 10.
- ◆ Intergovernmental Review requested (EO 12372) This requirement is established individually by state government.
- ◆ Updated letters of support (minimum three) and a commitment letter from the Board of Directors.
- ◆ Revised AmeriCorps*VISTA workplan and member assignment description(s).
- ◆ Statement of project successes (quantifiable and nonquantifiable), activities that have been institutionalized, and plans for overall project sustainability. This information should be provided on the Project Progress Reports.

Resubmit Any of the Following if Information Has Changed

- ◆ Articles of Incorporation. State/Public agencies are exempt from providing this information.
- ◆ List of members of Board of Directors
- ◆ AmeriCorps*VISTA supervisor's job description
- ◆ AmeriCorps*VISTA supervisor's resume
- ◆ AmeriCorps*VISTA project advisory council list
- ◆ Organizational chart showing AmeriCorps*VISTA component

Projects with Support Grants Only

- ◆ Federal assistance page (original signatures)
- ◆ Budget narrative

TECHNICAL ASSISTANCE RESOURCES

*This section lists resources, including basic technical assistance sites on the world wide web and listservs that provide information useful for project management. Articles written for the AmeriCorps*VISTA Source, a technical assistance publication, are listed toward the end.*

CORPORATION FOR NATIONAL SERVICE INTERNET RESOURCES

The Corporation for National Service has a world wide web site that provides new information to help the public understand its mission and purpose. Currently, the Corporation for National Service site provides links to each Corporation program. The latest *National Service News*, a short newsletter that highlights outstanding projects and gives updates on new initiatives and other news, is posted biweekly. There also are link to information about the education award and to national service listservs and the AmeriCorps application form.

The URL (uniform resource locator) or web address is:

www.nationalservice.org

OR: www.cns.gov

The VISTA Web is a collection of AmeriCorps*VISTA and national service information compiled by AmeriCorps*VISTA alumni, housed on Libertynet, a Philadelphia-based community network.

URL: www.libertynet.org

Follow these links: *Community Center — Community Service Organization — VISTA Web*

VISTALink is an electronic recruitment tool set up by AmeriCorps*VISTA alumni. When you visit the VISTALink site, you will find AmeriCorps*VISTA member and leader positions that are available throughout the country. There is a link to an electronic form where you can post member and leader openings you are advertising.

URL: <http://www.bcn.boulder.co.us/community/vistalink/>

E-MAIL

VISTANet is a listserv, or Internet mailing list. Mailing lists distribute e-mail to a large number of subscribers. The discussion is among current and former AmeriCorps*VISTA members and other national service participants or workers. VISTANet is an excellent tool for sharing new

ideas, best practices, and other helpful information. To subscribe, you simply e-mail the following message: subscribe VISTANet Your Name to the subscription address: listserv@sjuvms.stjohns.edu

Unsnonprofit-L is another listserv, which hosts a discussion about the management, funding, and organization of nonprofits. To subscribe, e-mail the following message: subscribe usnonprofit-L to the subscription address: majordomo@coyote.rain.org

ARNOVA-L (Association for Research on Nonprofit Organizations and Voluntary Action) is a listserv that serves as a discussion forum about nonprofit organizations, voluntary action, and philanthropy.

To subscribe, e-mail the following message: subscribe ARNOVA-L to the subscription address: listserv@wvnm.wvnet.edu

OTHER WORLD WIDE WEB SITES

Who Cares

A magazine that highlights nonprofit work and the people who are working to strengthen communities.

URL: <http://www.whocares.org>

TGC Nonprofit Resources Menu

The Grantsmanship Center's catalogue of nonprofit homepages and Internet resources. Part of an Austin, Texas-based free net, containing resources that can be used throughout the country.

URL: <http://www.austinfreenet.net/cc/ccnonprof.html>

Impact Online

Lists of nonprofits on the web and in your neighborhood and resources for nonprofits.

URL: <http://www.impactonline>

The Foundation Center

Lists grant opportunities and resources in grant writing and resources for both grant seekers and grant makers.

URL: <http://www.fdncenter.org/>

The Chronicle of Philanthropy

Tips on fundraising and grant writing, managing nonprofit groups, and conference opportunities.

URL: <http://www.philanthropy.com/>

Computer Recycling Programs: National

Organizations that facilitate the donation of used computer hardware.

URL: <http://www.microweb.com:80/pepsite/Recycle/National.html>

Internet Nonprofit Center

Top forty charities, how to evaluate nonprofits, standards in philanthropy, information about donors, gallery of organizations' publications.

URL: <http://www.nonprofits.org/>

HandsNet

National nonprofit that promotes cross-sector collaboration and advocacy among individuals and organizations working on a broad range of public interest issues and issue area articles.

URL: <http://www.igc.apc.org/handsnet/>

The List (Internet Service Providers)

The largest list of Internet service providers anywhere, searchable by country, state/province, area code, or name.

URL: <http://thelist.iworld.com/>

SERVENet

This site about “The World of Service and Volunteering” can advertise volunteer opportunities, national calendar events, career center, community connections, legislative news, and much more.

URL: http://www.servenet.org/

Volunteer Program Management Mini-University

Technical assistance on volunteer program management.

URL: <http://www.halcyon.com/penguin/svm/newvpms.htm>

THE AMERICORPS*VISTA SOURCE

The *AmeriCorps*VISTA Source* is a technical assistance publication that is sent quarterly to all AmeriCorps*VISTA members and leaders. Most articles are written by current or former AmeriCorps*VISTA members with the intent of sharing best practices. Themes of the publication include: resource mobilization, sustainability, project development, the world wide web, post-service educational opportunities, life after AmeriCorps*VISTA, and project marketing. Please encourage your members to read and contribute to the *Source*. It is an excellent vehicle for AmeriCorps*VISTA members to help each other do better in their service without reinventing the wheel. *The following are articles from the AmeriCorps*VISTA Source, written by former AmeriCorps*VISTA members sharing their best practices.*

National Service in Cyberspace: Surfing Lessons for the Beginner

by Jonathan Prince

Have you noticed that nearly everything has a <http://> or a www of some sort attached to it these days? Pepsi cans, TV advertisements, newspapers, and even your best friend seem to have a web page address!

The Internet can seem a pretty difficult place to get around if you don't know where to start. Here are five ways to find what you are looking for:

YAHOO! - INDEX OF INDEXES.

The problem with the World Wide Web is that it's decentralized and chaotic. It was designed that way. To bring sanity to the net, there is Yahoo!, an index of thousands and thousands of websites of every conceivable topic.

Let's say we want to see photos by Ansel Adams, the great twentieth century nature photographer of the American West. We could look for Ansel Adams in one of two ways using Yahoo! One is by traveling link by link from the main page at <http://www.yahoo.com> to "Arts" to "Art History" to "Artists" to "Photographers" and finally to "Masters" where we will find a link in Yahoo! to "Ansel Adams" that leads us to <http://www.book.uci.edu/AdamsHome.html>. Wow! pages of ol' Ansel's incredible photos! One problem, while we did find one page of Ansel's work in Yahoo!, it wasn't the only one listed. Go back to <http://www.yahoo.com> and in the text box next to the button (or link if you are in Lynx) that says Search, type in "Ansel Adams" (capitals and quotation marks not necessary) and then click on the Search button.

You will see at least four other sites that Yahoo! lists that are devoted to Ansel's work in some way or another. Yahoo! is great way to get started in hunting and gathering information on the web. Yahoo! has a major limitation, though. It's made by real (all-too-fallible) human beings. Humans make the editorial decisions of what is interesting and useful and place those pages in directories that they deem relevant. While the search mechanism cuts through the confusion of the these directories, Yahoo! is still limited by the humans who built it. And when you consider that there are an estimated 300 new web pages made every day, it's no wonder that they have difficulty keeping up!

ALTAVISTA - NOT JUST FOR TALL VISTAS.

Altavista, absolutely no relation to the VISTA we all know and love, is a search engine. It is not run by human beings. It's a computer program that day in and day out "crawls" around on the web looking for new pages and then catalogs their words. Altavista makes it possible for the user to search literally over thirty million web pages in seconds! All by using the keywords of your choice. Go to <http://altavista.digital.com> and in the text box (or area where you can type text, for Lynx users) type "National Service" (do not include quotation marks) and hit enter/return. You will get a long listing of pages that include the words "national" and "service." Of course, these two words are rather generic; in fact, if you explore the pages listed, you will eventually discover a lot of web pages for the Singaporean police. Not what we are looking for! However, try "National Service +VISTA" the plus sign means, the word VISTA must be included with the phrase "National Service" - and look at the results! Lots of AmeriCorps*VISTA web pages! Altavista is by far the best search engine. It is also the most complicated to use if you don't know its tricks. Altavista has more references to National Service than Yahoo!, but it's trickier to find them.

LISZT - LISTS OF LISTSERVS.

A listserv (sometimes called a mailing list) is a way of engaging in a conversation with dozens if not hundreds or even thousands of other like-minded folks on just about any subject imaginable. To join, you must "subscribe" (for free) by sending your e-mail address to an e-mail address that allows you to become part of the group. Once you have subscribed, you will receive an e-mail acknowledgment that will tell what address to use to submit your postings (via e-mail). This way you can send one e-mail to a central e-mail address, which then "bounces" it to all the members of the listserv. Then the members can either reply to you personally (not publicly on the list) or publicly (so that all can read the comment).

This is a powerful tool for organizing and building contacts. Whether you need ideas for solving a problem you face in your work as a VISTA member or just want to share a good joke, listservs can be a lot of fun. Here are two important things to know about listservs. 1) Always save the acknowledgment that you receive when joining. If you lose it, you may not remember how to unsubscribe. Asking people on the Listserv how to unsubscribe will annoy them. 2) Try not to send too much e-mail to the listserv, and more important, do not send totally irrelevant information. A listserv is a community like any other. Many listservs can bring lots of e-mail to your mailbox; adding more unnecessary mail can get people upset. If you don't like a lot of e-mail, then either delete it or unsubscribe. Asking people to not talk so much doesn't help. Be respectful of your fellow net citizens.

The best place to find a listserv that suits your interests and needs is <http://www.liszt.com>—a search engine just for the thousands of listservs available. Type in the word “VISTA” and you will find about nine listservs that have the word vista in their name. Two of these, VISTAnet and VISTA-L, are for us! Try any topic that reflects your interest.

DEJANEWS - FREE SPEECH RUN AMOK!

UseNet is a part of the Internet that acts much like listservs except the netuser does not have to use e-mail or subscribe to participate and read the messages posted. If you use Netscape Navigator, a simple newsreader is included. Where you type a URL (web page address) you can type the name of the newsgroup preceded with “news” - such as “news:misc.activism.progressive” or even more specific topics like “news:alt.alien.visitors” or “news:alt.appalachian”.

From the web, you can also search all of UseNet for recent conversations on particular topics by going to <http://www.dejanews.com>—where you can, just as with Altavista, type in key words to search for. UseNet is a wild and crazy place. All the fears people have about absolute free speech are illustrated here. People can say anything they want—and do. It's not for the timid or easily offended. You have been forewarned.

WWW.NATIONALSERVICE.ORG - THE HOMEPAGE FOR NATIONAL SERVICE.

One last website to check out is the Corporation for National Service's own homepage, <http://www.nationalservice.org>. Here you will find the latest information about funding. It's a great place to send net-savvy potential recruits and has a great list of web pages that relate directly or indirectly to National Service, called “Service Links”—check it out! Also check out the two unofficial VISTA websites, VISTAnet (the webpage) at <http://libertynet.org/~zelson/vweb.html> and VISTAlink for the latest VISTA position listings, <http://bcn.boulder.co.us/community/vistalink>.

Drop by all these pages regularly and be sure to write to the webmasters with suggestions on how to improve them in the future. These pages are there to help you do your work. Webmasters need your advice.

Last Word on Websurfing...

The best and only way to learn how to use the Internet and the World Wide Web is to explore and have fun. It will seem strange and scary at first, but only with lots of practice and exploration will you gain the skills to find what you are looking for. Using the Internet is much like going to the library to find a specific book. When you find it on the shelf, you may decide that the book next to it is actually more interesting and useful. Part of the fun is always getting there.

After you have become familiar with the web, ask your Internet provider if you can set up your own homepage for the organization that sponsors you. This is a valuable skill to learn and might not be as hard as you would think. Most web designers are self-taught, and it can be a lasting contribution to the community and organization you serve as an AmeriCorps*VISTA member.

*Jonathan Prince worked as a web consultant for the Corporation for National Service. He completed his AmeriCorps*VISTA service year with Rural Action in Athens, Ohio. He can be reached at jprince@igc.org.*

The Hows and Why's of Marketing Your Project

by Holly Stockdale

Many of you AmeriCorps*VISTA members, like myself, have the challenging task of devising a strategy to market your organization to your supporters. Creating a positive image of the great work you are doing not only generates positive press, but also is essential to acquiring the funding you need to keep your program going. My goal when I first came on board as an AmeriCorps*VISTA member was to compile all types of information about my program and organize it into a concise marketing packet. Time-consuming and rather tedious, the task was not easy, but it has definitely paid off. I took information from a mix of press articles, evaluation studies, previous fundraising proposals, flyers—anything I could find with important information about our services. I then pulled out the key points, with help from my staff of course, and created brief one-page flyers that we now send to a host of potential funders, public officials, and the media.

The following is a list of information that we include in our marketing packet and may be useful to you as well.

Description of your organization's mission and philosophy

In other words, what is your organization trying to do and how are you doing it?

Description of the community need that your organization is addressing

Why was your organization created and how is it meeting a community need?

Description of the market you are serving

What are the characteristics of the people you are reaching? Are they single mothers? What is their income level, race, gender? You want to create an image of these people for potential supporters.

A great way to do this is with charts and graphs. They are more fun to look at than straight text.

Map of where your programs are located

This demonstrates how widespread you are. Funders like to know how well your program is meeting the community need and how much you have grown since you started.

Description of your organization's impact on the community (very important)

How many people have you reached to date and how have you changed their lives? Increases in income level, self-esteem, job creation, etc., are all good to include here.

Profiles of the people you are serving—success stories (big plus)

This is probably one of the most important elements of a good marketing packet and one of the most fun to create. Funders love success stories. All you have to do is call or visit people you have helped, ask them questions about how your project changed their life, and write up a brief bio. Bring along a camera if you have one. Photos are an asset to any marketing piece.

Press articles on your organization

If you can show that the press is interested in you, then funders will be interested in you. Remember funders like to get recognition for their work in helping organizations like yours succeed. So if you are already getting press, it follows that your funders will get good press if they support you.

While the task may seem overwhelming, creating a marketing packet can be fun and is a great way to learn everything about your project. So the next time you need to explain your services to a potential supporter you can impress him or her by rattling off all kinds of statistics about how many women you serve, the number of jobs created, and other valuable facts.

*Holly Stockdale was an AmeriCorps*VISTA leader with Working Capital, Inc., in Cambridge, Massachusetts. She served as an AmeriCorps*VISTA member the previous year with the same project.*

Show Me the Money!

(Grantwriting)

by Mary Cole

Of all the methods of fundraising, grant writing can be one of the most discouraging when you start thinking about the time and effort it takes to prepare a grant submission. But once you've created that first grant to use as a boilerplate, subsequent submissions need only minor modifications to be all but complete. Also, keep in mind that your potential funders (the foundations, companies, and groups to which you submit your grants) will help you. Follow their guidelines. Ask for their assistance. They're more than willing to work with you.

Depending on your potential funders' guidelines and requirements, grants take different forms but mostly contain the following:

Cover Sheet

The cover sheet has the project name and the organization name and date centered on the organization's letterhead.

Letter of Transmittal

This letter is usually two to three pages and opens with a statement that the proposal is being submitted with the knowledge and consent of the organization's Board of Directors. The letter continues by briefly outlining the background of the organization and the proposed program and its objectives and methods, and is signed by the chairman of the board, the chief executive officer, or executive director.

Abstract

The abstract is a one-page document that contains a brief description of the program's purpose and goals; the specific grant amount requested; the grant period covered; and a contact name, address, and telephone number.

Table of Contents

Proposal

The proposal is the essence of the grant submission. It contains the narrative that answers key questions:

Introduction	(Who are you?)	4 pgs.
Problem Statement	(What's your challenge?)	3 pgs.
Objectives	(What do you plan to do about it?)	1 pg.
Methods	(How are you going to do that?)	1 pg.
Budget	(What's this going to cost?)	1-2 pgs.
Evaluation Methods	(How will you know this did any good?)	1 pg.
Future Funding	(What other sources do you have?)	1 pg.

Attachments

Attachments depend on what your potential funders have requested. But they usually include:

- ◆ 501(c)(3) IRS letter (write to the IRS to request)
- ◆ Board of Directors member list with names and affiliations
- ◆ Audit
- ◆ Annual Report (if available)
- ◆ News clippings about your organization
- ◆ Letters of support

Last, keep trying. If a funder turns you down once, that doesn't mean that funder will turn you down the next time. Submit again and again and again. You have very little to lose and a new partnership to gain.

*Mary Cole was an AmeriCorps*VISTA leader with the American Red Cross SEPA Chapter in Philadelphia. She served as an AmeriCorps*VISTA member with the Richmond, Virginia, Metropolitan Habitat for Humanity and also served one year as an AmeriCorps member with the Mayor's Commission on Literacy in Philadelphia.*

And Now, a Word from Our Sponsors . . .

We have gathered a few observations offered by AmeriCorps*VISTA sponsors, based on their experience. AmeriCorps*VISTA projects are usually begun because someone has a great project idea but not enough staff, time, or resources to implement it. The best AmeriCorps*VISTA projects have expected outcomes in place for the end of the year, along with steps that will help the member(s) reach them. The outcome targets help keep the member focused and ensure that what you have in place at the end of the AmeriCorps*VISTA term is what you wanted at the beginning.

If your AmeriCorps*VISTA project is working in partnership or under joint supervision with other organizations, coalitions, or persons, make sure all partners understand their roles in and responsibilities to the AmeriCorps*VISTA project, what an AmeriCorps*VISTA member is, and appropriate AmeriCorps*VISTA tasks. We have found that if the member works with a coalition or answers to several people, the confusion level greatly increases. In addition, let staff who will be working alongside the member know ahead of time that the member will be coming on board and what his/her responsibilities are under the project workplan.

If this is your first time to receive an AmeriCorps*VISTA member and/or you are beginning a brand new project idea, be aware that it usually takes a while to get components in place before you see actual results. One, the agency is usually still sorting out the project, so it is often a bumpy start. Two, the member will need time to get on board and learn the ins and outs of the agency and the community—who does what, how various players are connected, etc. Three, AmeriCorps*VISTA members usually aren't professionals in the field, and this is an on-the-job learning experience for them. They may have great motivation and energy for the job, but they will usually need time and assistance while the learning curve is steep. There are special qualities needed in an AmeriCorps*VISTA member. Some are those you would intuitively expect—self-motivation, enthusiasm, and a positive outlook with an open attitude toward new ideas. An especially important quality is flexibility. The role of AmeriCorps*VISTA members is often hard to define. It's poised between full-fledged staff and volunteers. There is often the tendency to either keep them out of the lines of communication since they will only be there one year, or to view them as administrative staff and ask them to answer phones and run errands. A member needs to handle the inconsistency but must also have the maturity, professionalism, and assertiveness to ensure that he or she focuses on his/her workplan and can ask for the assistance, support, and direction needed from you to do that. Impress upon the member, and yourself, that in addition to working for your agency, the individual is an AmeriCorps*VISTA member. When you introduce your member at meetings,

always introduce him or her as an AmeriCorps*VISTA member serving with your project. If you purchase business cards, make sure that he or she is identified as an AmeriCorps*VISTA member. Such practices give the member recognition and promote his or her contributions and successes.

Review your personal supervisory style. Be honest – do you like to maintain a good deal of control, or are you rather loose? Make sure you select an AmeriCorps*VISTA member who can operate under your parameters. What works best with a paid employee may or may not work with a member. It is especially helpful if you can communicate your style to the member and find out which style works best for him or her.

Good communication between you and your AmeriCorps*VISTA member is vital. Many conflicts about roles and expectations come down to communication; keep it as open as possible, remain approachable, and lay down ground rules early. In the beginning of members' service, meet often to discuss how they are working toward meeting their objectives.

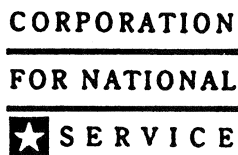
Keep AmeriCorps*VISTA members informed and involved in all aspects of the project as much as possible. AmeriCorps*VISTA members often feel isolated as they concentrate on their special project, so include the members in regular department/staff meetings whenever appropriate. You, as the supervisor, are also expected to meet one-on-one with your AmeriCorps*VISTA members biweekly (if not more often) to provide problemsolving assistance, give direction, review priorities, etc. It is especially important that these biweekly meetings are faithfully adhered to for the first three months of the AmeriCorps*VISTA assignment. After that, members will usually have a better grasp of the project and can become more independent. Understand that this can be a hard year for AmeriCorps*VISTA members—financially as well as mentally. Provide extra perks when possible—for example, give them bus passes, invite them to lunch or dinner, and especially give them extra pats on the back for the commitment they are making to the project. Be clear about expectations and deadlines for achieving the goals and objectives, but be flexible. Many AmeriCorps*VISTA projects include project and organizational development, which often take longer than anticipated. Deadlines and goals envisioned six months ago may need to be revised once you find out how long a process really takes or what the community really wants to put in place to serve its needs. Ensure that there is a high level of trust between you and your AmeriCorps*VISTA member, and keep the lines of communication clear so he or she can come back with questions and concerns.

Keep in mind members' overall career goals throughout the year. Help them find low-cost training to increase their skills and better serve the project. Help them connect with other people and agencies so that the members can build networks to assist in their career after their AmeriCorps*VISTA assignment ends. AmeriCorps*VISTA members are a great resource. They

tend to be highly dedicated with great skills and enthusiasm. They are obviously not doing this for the money but because they care about the project assignment and making the community a better place for us all. This incentive system may require a bit more support and involvement from you. Since the members will not see the rewards of involvement in their paycheck, the members may need extra pats on the back to remind them of the commitment and contributions being made. A common comment from AmeriCorps*VISTA members is that at the end of the year they want to be able to say, "It was a difficult year, but I made it and there is something in the community—a resource, community connections, a feeling of pride—that I helped to put in place."

APPENDIX

- A. Project Application, Part A
- B. Project Application, Part B
- C. Application for Federal Assistance
- D. Part II—Budget
- E. Sample Memorandum of Agreement
- F. Federal Education Loan Forbearance Request
- G. AmeriCorps*VISTA Member Registration Form
- H. AmeriCorps*VISTA Project Progress Report
- I. AmeriCorps*VISTA Member Payment Voucher
- J. Use of Vehicles or Public Transportation
- K. AmeriCorps*VISTA Statement of Mileage
- L. Motor Vehicle Accident Report (4 pages)
- M. Investigation Report of Motor Vehicle Accident
- N. Data Bearing upon Scope of Employment of Motor Vehicle Operator
- O. Statement of Witness (2 pages)
- P. Claim for Damage, Injury, or Death (2 pages)
- Q. Letter of Certification of Service (2 letters—different versions)
- R. Future Plans or Early Termination Request



VISTA

Project Application Part A

A complete AmeriCorps*VISTA Project Application consists of both Part A and Part B. Part A of the Project Application may be used by State Offices as a preliminary screening tool. Submission of Part B will be determined by the State Office.

- As required by Section 504 of the Rehabilitation Act of 1973, as amended, this form may be available in alternate formats. TDD/TTY number: (202) 606-5256. Written or telephone inquiries may be made to: Deputy Director, AmeriCorps*VISTA, 1201 New York Ave., NW, Washington, DC 20525 (202) 606-5000, ext. 236.
- Burden per response for Section A estimated at 1 hour, and estimated at 8 hours for Section B. Send comments regarding this estimate or suggestions for reduction to Corporation for National Service, Clearance Officer, 1201 New York Ave., NW, Wash., DC 20525.
- 5.C.F.R. 1320.5 (b)(2)(I): "the agency informs the potential persons who are to respond to the collection of information that such persons are not required to respond to the collection of information unless it displays a currently valid OMB control number."

AmeriCorps*VISTA Project Application Part A		For Corporation Use Only: Project Number: _____ Date Received: _____ Date Responded To: _____
APPLICANT ORGANIZATION		PROJECT DIRECTOR (If not Agency Dir.)
Name _____		Name _____
Address _____		Address _____
City _____ State _____ Zip Code _____		City _____ State _____ Zip Code _____
Telephone () _____		Telephone () _____
Facsimile () _____		Facsimile () _____
Internet Email _____		Internet Email _____
Agency Director Name: _____ Title: _____		Proposed number of AmeriCorps*VISTA Member(s): <div style="border: 1px solid black; width: 60px; height: 25px; margin: 10px auto;"></div>
Type Of Applicant A. State Government G. Community Action Agency B. Local Government H. Private Non-Profit C. Federal Government I. Tribal Government D. Statewide Assoc. J. Church-related E. Local Affiliate of K. Other (Specify): _____ National Organization F. School		
Enter Identifying Letter in Box <div style="border: 1px solid black; width: 60px; height: 25px; display: inline-block; vertical-align: middle;"></div>		Geographic Location: Name each city/county in which AmeriCorps*VISTA Member(s) would serve: _____ _____ _____ _____
Was your organization previously assigned AmeriCorps*VISTA Members? _____ If yes, name of sponsor: _____ Specify year(s): _____ and number of AmeriCorps*VISTA Member(s): _____		Does your organization currently have other resources provided by the Corporation for National Service? If yes, which program(s)? _____ How many participants? _____
<p>Submission of Part A of this Project Application does not guarantee that the Corporation for National Service will request Part B of the Project Application, or assign AmeriCorps*VISTA Members or other resources to your organization, nor does it compel your organization to accept any such resources. In the event that your organization agrees to accept any AmeriCorps*VISTA Members upon approval as an AmeriCorps*VISTA Project Sponsor, it must agree to assume full responsibility in the community(ies) served for the development, implementation, and management of their activities and the program in which they serve.</p>		
AGENCY DIRECTOR _____ Signature/Title _____ Date		BOARD OF DIRECTORS REPRESENTATIVE _____ Signature/Title _____ Date

AmeriCorps*VISTA Project Application
Part A

1. Describe your organization's mission, the community/population served, and your organization's experience in the areas of service where you wish to use AmeriCorps*VISTA resources.

2. State the problem(s) your proposed AmeriCorps*VISTA project would be designed to address within the low-income community..

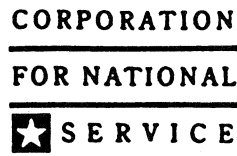
3. Describe the long-range goal(s) of the AmeriCorps*VISTA project, the anticipated outcomes and the projected impact on the low-income community.

4. What activities will AmeriCorps*VISTA Members perform to accomplish those goals?

5. Estimate how many years your organization will need AmeriCorps*VISTA Members to achieve the planned goals and make the project self-sustaining.

6. What experience does your organization possess in coordinating the efforts of community volunteers and/or service participants?

7. What resources and materials exist to support your proposed project? Identify any other organizations which will be collaborating in this effort.



VISTA

Project Application Part B

A complete AmeriCorps*VISTA Project Application consists of both Part A and Part B. Part A of the Project Application may be used by State Offices as a preliminary screening tool. Submission of Part B will be determined by the State Office.

- As required by Section 504 of the Rehabilitation Act of 1973, as amended, this form may be available in alternate formats. TDD/TTY number: (202) 606-5256. Written or telephone inquiries may be made to: Deputy Director, AmeriCorps*VISTA, 1201 New York Ave., NW, Washington, DC 20525 (202) 606-5000, ext. 236.
- Burden per response for Section A estimated at 1 hour, and estimated at 8 hours for Section B. Send comments regarding this estimate or suggestions for reduction to Corporation for National Service, Clearance Officer, 1201 New York Ave., NW, Wash., DC 20525.
- 5.C.F.R. 1320.5 (b)(2)(I): "the agency informs the potential persons who are to respond to the collection of information that such persons are not required to respond to the collection of information unless it displays a currently valid OMB control number."

AmeriCorps*VISTA Project Application Part B

For Corporation Use Only:

Project Number: _____

Date Received: _____

Date Responded To: _____

APPLICANT ORGANIZATION

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone () _____

Facsimile () _____

Internet Email _____

Agency Director Name _____

Title _____

Organization's Employer
Identification Number:

EIN: _____

PROJECT DIRECTOR (If not Agency Director.)

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone () _____

Facsimile () _____

Internet Email _____

City, County, Zip of each requested site:

**Is application subject to review by State
Executive Order 12372 Process?**

____ Yes, this application was made available to
the State Executive Order 123372 Process for
review on: _____

State Application Identifier No. (assigned by
State): _____

____ No, Program is not covered, OR

____ No, Program has not been selected by State
for review.

*For information on the State Clearinghouse process,
please contact your Corporation State Office.*

Is the applicant delinquent on any Federal debt?

Yes: _____ No: _____

If "yes," attach an explanation.

Proposed number of AmeriCorps*VISTAs:

_____ NRVs _____ LRVs

Total Number Requested:

*AmeriCorps*VISTA Members are categorized into two types,
locally-recruited (LRV) and nationally recruited (NRV). LRVs
are identified by the sponsor, while NRVs are identified either
through AmeriCorps' national recruitment system or the
Corporation State Office. Sponsors are encouraged to assign
place both types of Members to ensure Member diversity and
appropriate skills/experience.*

Submission of Part A of this Project Application does not guarantee that the Corporation for National Service will request Part B of the Project Application or assign AmeriCorps*VISTA Members or other resources to your organization, nor does it compel your organization to accept any such resources. In the event that your organization agrees to accept any AmeriCorps*VISTA Members upon approval as an AmeriCorps*VISTA Project Sponsor, it must agree to assume full responsibility in the community(ies) served for the development, implementation, and management of their activities and the program in which they serve.

AGENCY DIRECTOR

Signature/Title _____

Date _____

BOARD OF DIRECTORS REPRESENTATIVE

Signature/Title _____

Date _____

CRITERIA FOR SELECTING AMERICORPS*VISTA SPONSORS

The following criteria will be employed by Corporation staff in the selection of AmeriCorps*VISTA sponsors and in the approval of both new and renewal AmeriCorps*VISTA projects. Your proposal must include all of the elements listed below. The project must:

Criteria for Sponsorship

1. Be a public sector organization or a private organization designated as non-profit by the IRS
2. Comply with applicable financial and fiscal requirements established by the Corporation for National Service.
3. Have resources available for AmeriCorps*VISTA Members to perform their tasks; ie, space, consumable supplies, telephone, on-the-job transportation reimbursement; and be able to provide emergency cash advances when needed.
4. Be able to mobilize community, public, and private sector resources to achieve short-term program goals and long-term project self-sufficiency goals, and to encourage local part-time volunteer service.
5. Have the capacity and commitment to recruit, orient, train, supervise and otherwise support locally and nationally recruited Members in appropriate capacity-building roles.
6. Have an understanding of the concept of, and be committed to, promoting national service and AmeriCorps*VISTA.
7. Be experienced in the issues related to the beneficiaries of service and those being addressed by the proposed project.
8. Have the capacity to build community partnerships and collaborative efforts in order to achieve project self-sufficiency.

Project Selection Criteria

1. Address the needs of low-income communities and otherwise comply with the provisions of the Domestic Volunteer Services Act Of 1973, (DVSA) as amended (42 U.S.C. 4951 et seq.) applicable to AmeriCorps*VISTA and all applicable published regulations, guidelines and Corporation policies.
2. Lead to building organizational and/or community capacity to continue the efforts of the project once AmeriCorps*VISTA resources are withdrawn.
3. Be designed to generate public and/or private sector resources and to promote local, part-time volunteer service.
4. Describe in measurable terms the anticipated self-sufficiency outcomes at the conclusion of the project, including outcomes to the sustainability of the project activities.
5. Clearly state how Members will be trained, supervised, and supported to ensure the achievement of program goals and objectives.
6. Be internally consistent; The problem statement which demonstrates need, the work plan, the assignment, and all other components must be related logically to each other.
7. Ensure that AmeriCorps*VISTA and community resources are sufficient to achieve project goals and objectives.
8. Involve beneficiaries in project development and implementation throughout the life of the project.
9. Have the management and technical capability to implement the project successfully.
10. Describe how the number of Members being requested is appropriate for project goals and objectives, and how the skills and qualifications described in the application are appropriate for the assignment(s).
11. Describe how AmeriCorps*VISTA assignments are designed to best utilize the full-time Member's time to the maximum extent.

Section 110 of the Domestic Volunteer Service Act, entitled Application for Assistance by Previous Recipients, requires that the following language be included *verbatim* in each application for AmeriCorps*VISTA assistance:

(A) **DURATION**-The Director shall not deny assistance under this part to any project or program, or any public or private non-profit organization, solely on the basis of the duration of the assistance such project, program, or organization has previously received under this part.

(B) **CONSIDERATION OF APPLICATION**-The Director shall consider each application for the renewal of assistance under this part to any project or program on an individualized, case-by-case basis taking into account—

(1) the extent to which the sponsoring organization has made good faith efforts to achieve the goals agreed on in the application of such project or program; and

(2) any extenuating circumstance beyond the control of the sponsoring organization that may have prevented, delayed or otherwise impaired the achievement of such goals.

(C) **NEW PROJECT OR PROGRAM**-The Director shall consider each application for assistance under this part for a new project or program, that is submitted by a public or private non-profit organization that has previously received such assistance (so long as such new project or program is clearly distinct from activities for which the organization has previously received such assistance), on an equal basis with all other applications for such assistance and

without regard for the fact that the organization has previously received such assistance.

(D) **RENEWAL OF ASSISTANCE**-With respect to any consideration that relates to the duration of assistance under this part and that is applied by the Director in the case of a request for a renewal of assistance under this part, the Director may not apply any such consideration against any entity that is:

(1) functioning as an intermediary between the Director and organizations requesting such renewal and ultimately receiving such assistance; and

(2) utilized by such organizations—

- a) to prepare and submit applications for such assistance to the Director; and
- b) to perform other administrative functions and service associated with applying for and receiving such assistance.

(E) **ELIGIBILITY**-All eligible public and private non-profit organizations shall be able to apply for assistance under this part.

AmeriCorps*VISTA Project Application Part B, Section I-VI Instructions

Part B, Section I:

- 1a) Self explanatory.
- 1b) This includes any program supported by the Corporation for National Service.
- 1c) Explain any funding increases or decreases your organization anticipates over the coming year.
- 2) This question asks whether your organization can support the AmeriCorps* VISTA project by directly contributing to the costs of the Members.
- 3) Self explanatory.

Part B, Section II:

For multi-issue area projects, provide separate Sections II, III, and IV for each issue area.

- 1) Self-explanatory.
- 2) Self-explanatory.
- 3) Self-explanatory.

Part B, Section III:

In this Section you are asked to complete a project work plan for AmeriCorps*VISTA Members, using the model below. Using the AmeriCorps*VISTA Project Work Plan format on page 4, submit a complete project work plan for each problem identified in Section II. Reproduce as many copies of pages 3B as necessary, making sure to number them in order.

- 1) In column A, list the proposed project goals and objectives which you expect the Members to achieve in relation to the problem(s) identified in Section II. The last goal of the work plan(s) must demonstrate how public and private sector resources will enable the project to continue after the Members leave. The statement(s) of goals and objectives should relate directly to the proposed AmeriCorps*VISTA project within the context of your organization's overall purpose.

GOALS are ends toward which Members' activities are directed. They are broad in scope, up to 12 months in duration, and identify changes which will impact on the problem(s) identified in Section II.

OBJECTIVES are definable results leading to the achievement of each goal, and are stated in quantifiable and measurable terms. They are narrower in scope and short-term (e.g. quarterly) in duration.

- 2) In column B, indicate the quarter(s) during which the Member will work on, and achieve the stated goals.
- 3) Complete column C when you submit the AmeriCorps*VISTA Project Progress Report to the Corporation.

SAMPLE

Section III, AmeriCorps*VISTA Project Work Plan		
Column A	Column B	Column C
VISTA Project Goals and Objectives	Planned Period of Work and Accomplishment	Actual Period of Work and Accomplishment
Goal I: To develop a job readiness counseling and training program designed to assist 10 youth per month with placement in private sector jobs.		
Obj. 1: Recruit 20 community volunteers to participate in a public awareness campaign about the job-readiness program targeting schools, community centers, places of worship, and other areas where youth congregate.	1 st Qtr.	
Obj. 2: Organize and coordinate a task force of 10-12 individuals from the private and public sectors to design the overall program which will use human and financial resources from the community at large.	2 nd Qtr.	
Goal II: Design a system for recruiting students in need of job readiness counseling and training.		
Obj.1: ...		

Part B, Section IV:

AmeriCorps*VISTA Member assignments require a full-time, full-year commitment. Members are prohibited by law from engaging in any outside employment while in service. During the recruitment process, the sponsoring organization must discuss the sponsor's responsibilities with each Member, as well as the terms and conditions of AmeriCorps*VISTA service.

The AmeriCorps*VISTA Member Assignment Description is used to recruit and inform potential Members about specific assignments to be performed on the project. Members assigned to the project will use the Assignment Description as their principal guidance for day-to-day activities designed to achieve the goals and objectives of the project Work Plan.

The instructions below will help you to develop Member Assignment Descriptions. Please note that you must complete a separate Assignment Description for each different assignment (whether performed by one Member or a group of Members). Reproduce additional copies of the form on pages 5B and 6B as needed. Each AmeriCorps*VISTA Assignment Description must relate to its Project Work Plan (Goals and Objectives), although each Member may perform one or more segments of the Work Plan.

- 1-2) Self-explanatory.
- 3) Define the geographic area(s) where each assignment will be performed (e.g. Washington and Waldo Counties, in southern Maine.)
- 4) National recruits are individuals interviewed by AC*VISTA Placement Officers and referred to projects, while local candidates are recruited and interviewed only by the project, and generally live in the same area where the host site is located.
- 5-7) Self-explanatory.
- 7) Self-explanatory (see SAMPLE below).
- 8) Describe the skills and qualifications required or preferred of a potential Member to accomplish the tasks and activities included in the Work Plan. If a Member must have specific skills or credentials, list them, e.g. must speak fluent Spanish (see SAMPLE below).
- 9) Federal law requires that sponsors make reasonable accommodations to the needs of qualified disabled persons wishing to serve as Members. Indicate any factors the Corporation should be aware of when assigning disabled Members to this project, such as availability of transportation and housing, accessibility of facilities, etc.

NOTE: You must complete a separate assignment description for each different Member assignment. When Members are selected for this assignment, you must give the Member a copy of this form prior to the Corporation Pre-Service Orientation.

SAMPLE

AmeriCorps*VISTA Member Assignment (Continued)
List responsibilities (tasks and activities) of the AmeriCorps*VISTA Member(s) working under this Assignment Description which refer to the objectives of the work plan. The Member tasks and activities will be: <ol style="list-style-type: none">1. produce outreach materials for volunteer recruitment2. recruit minimum of 20 volunteers and train agency staff to continue recruitment efforts3. meet with local business owners to solicit assistance in designing job-readiness training sites4. set up teachers' referral system to select youth candidates for the program5. research and develop funding resources to ensure project sustainability
8. List requested AmeriCorps*VISTA Member skills and qualifications. The preferred Member skills and qualifications are: <ol style="list-style-type: none">1. interest in working on the problem of employment for low income youth, as well as commitment to the overall goals of the organization;2. An educator, counselor, or individual who has experience with youth programs is desirable. A retired business professional would also be welcome.
9. Indicate any factors the Corporation should be aware of when assigning disabled AmeriCorps*VISTA Members to this project, such as availability of transportation and housing, accessibility of facilities, etc.. Indicate whether services to be provided are accessible to the disabled members of the community.

Part B, Section V: Community Involvement

1) Self-explanatory.

2a,b) Self-explanatory.

Part B, Section VI: Project Management and Support

1a) Self-explanatory.

1b) If you would like National Recruited Members to serve on your project, AmeriCorps*VISTA Placement Officers will refer qualified candidates from nationally submitted applications upon authorization from the State Office to your organization for interviews and screening.

2) Self-explanatory.

3a) If your Members will need to visit communities, hold meetings away from your office, conduct workshops, etc., estimate how many miles the travel will entail.

3b) Self-explanatory.

3c) Will your Members be reimbursed by your organization for assignment-related travel, or will reimbursement be handled in a different way?

4a) Within a few weeks after Pre-Service Orientation, Members have to complete an On-the-Job Orientation which is the responsibility of the sponsor organization. Summarize your planned Agenda and/or Itinerary for this orientation.

4b) In order for Members to achieve impact in the community, it may be necessary for them to receive additional training and support in the form of technical assistance. Describe plans for providing in-service training and for technical assistance.

5) Self-explanatory.

Checklist of Attachments for Project Application Submission

	Yr. 1	Yrs. 2...		Yr. 1	Yrs. 2...
Minimum of Three Letters of Support from organizations or government entities who may be involved in the project or who have direct knowledge of your agency's activities.			List of Advisory Council Members if already selected. If not, the list must be submitted to the Corporation before the end of the first quarter of the project.		
Copy of Articles of Incorporation (not applicable to public entities).			Tax exempt status: either IRS determination or copy of application to IRS for exemption (not applicable to public entities)		
List of Board of Directors, or governing body (not applicable if public entity).			Copy of Supervisor's Resume and Job Description		
Organizational chart of the applicant agency.			Copy of most recent financial audit if available.		

Items not normally required after Year 1 should be submitted if changes are made to those items, such as the selection of a new Project Supervisor or change to the Board of Directors.

AmeriCorps*VISTA Project Application
Part B, Section i: Background Information

1a. Financial Resources of Applicant Organization

SOURCE OF FUNDS	CURRENT FUNDING LEVEL	
	TOTAL DOLLAR AMOUNT	Amount To Be Allocated to VISTA Project
Federal		
State		
Local Government		
Other (specify)		
TOTAL		

1b. Are any of your current resources provided by the Corporation for National Service? If so, please specify name of program and funding level.

1c. Will there be a major change in your funding level over the next 12 months? If so, please explain.

2. Is your agency able to contribute financially for all or some of the AmeriCorps*VISTA Members requested? (Member costs includes monthly living allowance, health care, and end-of-service stipend for those not selecting the education award.)

3. Are 51% or more of the persons on your Board of Directors members of the low-income community? If not, please describe how your agency has developed, or will develop, an Advisory Council for the AmeriCorps*VISTA project which consists of members or representatives of the low-income community served by the proposed project. (Also see Part B, Section V, Question 1 regarding community involvement.)

AmeriCorps*VISTA Project Application
Part B, Section II: Problem Identification and Analysis

1. State in measurable and quantifiable terms the specific problem(s) the AmeriCorps*VISTA project will address, including the number of low-income people directly affected by the problem. Use current statistical data, citing source wherever possible, to substantiate the problem.

2. Provide a description of current activities your organization is undertaking to address this problem. If applicable, how will the AmeriCorps*VISTA project complement this work?

3. If AmeriCorps*VISTA Member(s) will be assigned through this project to other organizations, list those organizations and contact persons, and provide a letter of support from the Board of Directors of each organization.

Section III, AmeriCorps*VISTA Project Work Plan

Column A	Column B	Column C
AmeriCorps*VISTA Project Goals and Objectives	Planned Period of Work	Summary of Accomplished Objectives (Please provide <i>quantifiable</i> information.)

Part B, Section IV AmeriCorps*VISTA Member Assignment Description (Answer all questions only in the space provided as it will be the one sheet provided to applicants during recruitment.)		For Placement Office Use Only: Project No.: _____ No. of VISTAs: _____ Date Needed: _____
1. Sponsor Name	2. Geographic Area(s) of AC*VISTA Assignment	
3. City, State	4. Number of VISTA's required for this assignment. National: Local:	
5. Supervisor's Name:	6. Telephone Number:	
7. Briefly describe the sponsoring organization, its mission and activities, and the low-income population served.		
8. Describe the AmeriCorps*VISTA project and how it fits into the overall mission of your organization.		

Part B, Section IV: Member Assignment Description (Continued)

9. List tasks and activities of the AmeriCorps*VISTA Member(s) working under this Assignment which relate to the goals and objectives of the work plan.

10. List requested AmeriCorps*VISTA Member skills and qualifications.

11. Indicate any factors the Corporation should be aware of when assigning disabled AmeriCorps*VISTA Member(s) to this project, such as availability of transportation and housing, accessibility of facilities, etc. Indicate whether services to be provided are accessible to the disabled members of the community.

I have read the assignment description and if placed on this project, I agree to fulfill the duties and activities described above as an AmeriCorps*VISTA Member.

SIGNATURE OF APPLICANT/MEMBER

DATE

AmeriCorps*VISTA Project Application
Part B, Section V: Community Involvement

1. Describe in specific terms how project beneficiaries have been included in the planning of this project, and how they will be involved in its development and implementation once AmeriCorps*VISTA Member(s) are assigned.

2a. What resources will the sponsor provide to ensure the success of the AmeriCorps*VISTA project?

2b. How will the community be involved to ensure sustainability of the AmeriCorps*VISTA project?

AmeriCorps*VISTA Project Application
Part B, Section VI: Project Management and Support

1a. Describe in specific terms how your organization will recruit qualified AmeriCorps*VISTA Members to serve on this project.

1b. If you want national recruits to be referred to you by the Corporation, please indicate which assignment description(s) and the number of positions requested.

2. Describe plans for daily supervision of AmeriCorps*VISTA Members. Specify if supervision will be a full-time or part-time responsibility. If Members will be supervised by individuals at other sites, please list their names and contact numbers. Attach job description(s) and resume'(s) of the person(s) who will have the major responsibility for supervising the AmeriCorps*VISTA Member(s) assigned to this project.

AmeriCorps*VISTA Project Application Part B, Section VI (Continued)

3. Describe the on-the-job transportation needs of the AmeriCorps*VISTAs and your plans for meeting those needs.

a. Geographic area in which Members will have to travel: _____ square miles.

b. Estimated Cost:

1.) Private Vehicle: Estimated no. of miles per year _____ X _____ cents per mile = \$ _____

2.) Public Transportation: No. of Members _____ X _____ est. no. of trips @ _____ per trip = \$ _____

c. How will your Member(s) be reimbursed for their on-the-job transportation expenses?

4a. Briefly describe plans for On-the-Job Orientation (OJO), which should occur immediately upon the Members' arrival at the project.

4b. Describe any on-the-job training opportunities and technical assistance that will be available to the Members throughout their service.

5. Describe plans to publicize the AmeriCorps*VISTA project, and recognize the accomplishments of the AmeriCorps*VISTA Member(s), as well as support provided by various segments of the community.

CERTIFICATIONS REGARDING (A) DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; (B) DRUG-FREE WORKPLACE REQUIREMENTS; AND (C) LOBBYING

Applicants should refer to the regulations cited below to determine which certification(s) apply to their grant, and review the instructions included in the regulations. Signing this form complies with certification requirements under "Government-wide Debarment and Suspension (Nonprocurement)" and "Government-wide Requirements for Drug-Free Workplace (Grants)" (Under 45 CFR Part 1229), and "New Restrictions on Lobbying" (under 45 CFR Part 1230). The certification(s) shall be treated as a material representation of fact upon which reliance will be placed when the Corporation for National Service determines to award the covered transaction, grant, or cooperative agreement.

A. DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 45 CFR Part 1229, for prospective participants in primary covered transactions, as defined at 45 CFR Part 1229, Sections 1229.105 and 1229.110—

1. The applicant certifies that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not, within a three-year period preceding this application, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - (c) Are not presently indicated for or otherwise criminally or civilly charged by a Federal, State or local government entity with commission of any of the offenses enumerated in paragraph 1(b) of this certification;
 - (d) Have not, within a three-year period preceding this application, had one or more public transactions (Federal, State or local) terminated for cause or default; and
2. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

B. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 1229, Subpart F, for grantees, as defined at 45 CFR Part 1229, Sections 1229.605 and 1229.610—

1. The applicant certifies that it will or will continue to provide a drug-free workplace, and will:
 - (a) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establish an on-going drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - (c) Make it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1(a);
 - (d) Notify the employee in the statement required by subparagraph 1(a) that, as a condition of employment under the grant, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of any conviction for a violation of a criminal drug statute which occurred in the workplace, no later than five calendar days after such conviction;

(e) Notify the cognizant Corporation for National Service Grants Officer within ten calendar days after receiving notice of such conviction under subparagraph (d)(2) from the employee, or otherwise receiving actual notice. The notice shall include the title of the employee's position and the identification number(s) of each affected grant;

(f) Take one of the following actions, within 30 calendar days of receiving notice under subparagraph 4b, with respect to any employee who is so convicted—

(1) Take appropriate personnel action against such an employee up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;

(g) Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1(a) through 1(f).

2. The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code):

☐ Check here if there are grantee workplaces that are not identified above.

C. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 1230, for organizations entering into a grant or cooperative agreement over \$100,000, as defined at 445 C.F.R. Part 1230, Sections 1230.105 and 1230.110, the applicant certifies that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal a grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification(s). (A copy of the governing body's authorization for me to sign this certification as official representative is on file in the applicant's office.)

Applicant Organization

Printed Name and Title of Authorized Representative

Signature of Authorized Certifying Official

Date

Assurances-Non-Construction Programs

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of persona or organizational conflict of interest or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (PL 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 USC 1681-1683 and 1685-17686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 USC 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (PL 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 (PL 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 USC 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 USC 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (PL 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 USC 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 USC 276a and 276a-7), the Copeland Act (40 USC 276c and 18 USC 874), and the Contract Work Hours and Safety Standards Act (40 USC 327-333), regarding labor standards for federally assisted construction sub-agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (PL 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (PL 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 USC 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 USC 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (PL 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (PL 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 USC 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assurance compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 USC 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 USC 469a-1 et seq.)
14. Will comply with PL 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (PL 89-544, as amended, 7 USC 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 USC 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residential structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

APPLICATION FOR FEDERAL ASSISTANCE

PART I

OMB Approval No. 0348-0043

		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name:		Organizational Unit	
Address (give city, county, state, and zip code):		Name and telephone number of the person to be contacted on matters involving this application (give area code):	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>		7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> A. State H. Independent School District B. County I. State Controlled Institution of Higher Learning C. Municipal J. Private University D. Township K. Indian Tribe E. Interstate L. Individual F. Intermunicipal M. Profit Organization G. Special District N. Other (Specify): _____	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): _____			
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE:		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:	
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):			
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:	
Start Date	Ending Date	a. Applicant b. Project	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
a. Federal	\$.00		
b. Applicant	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No	
c. State	\$.00		
d. Local	\$.00		
e. Other	\$.00		
f. Program Income	\$.00		
g. TOTAL	\$.00		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED			
a. Typed Name of Authorized Representative		b. Title	c. Telephone Number
d. Signature of Authorized Representative		e. Date Signed	

PART II -- BUDGET

(1) VOLUNTEER SUPPORT EXPENSES

a. GRANTEE PERSONNEL EXPENSES Position Title	(1) Annual Salary	(2) % Time Spent on Project	(3) Total Cost	(4) Federal Funds Requested	(5) Non-Federal Resources	(6) Excess Resources
	\$	%	\$	\$	\$	\$
TOTAL PERSONNEL EXPENSES	\$	%	\$	\$	\$	\$
b. FRINGE BENEFITS						
c. (1) GRANTEE STAFF LOCAL TRAVEL						
c. (2) GRANTEE STAFF LONG DISTANCE						
d. EQUIPMENT						
e. SUPPLIES						
f. CONTRACTUAL SERVICE						
g. OTHER:						
Communications						
Printing						
Space						
h. INDIRECT COSTS						
i. TOTAL VOLUNTEER SUPPORT EXPENSES			\$	\$	\$	\$
(2) VOLUNTEER EXPENSES			\$	\$	\$	\$
a. PERSONNEL EXPENSES						
Stipend/End of Service Allowance						
Subsistence Allowance						
Leave Allowance						
Reenrollment/Extension Allowance						
b. FRINGE BENEFITS						
Meals						
FICA						
Uniforms						
Insurance						
Recognition						
Other:						
c. TRAVEL						
d. EQUIPMENT						
e. SUPPLIES						
f. CONTRACTUAL SERVICE						
g. OTHER:						
h. TOTAL VOLUNTEER EXPENSES			\$	\$	\$	\$
i. TOTAL COSTS			\$	\$	\$	\$
(3) PERCENTAGES			100%			

Instructions for Part II - Budget

The Corporation requires budgets to be shown separately by function or activity. All applications should contain a breakdown by the object class categories shown in this part.

NOTE: A DETAILED BUDGET NARRATIVE, IDENTIFYING AND FULLY JUSTIFYING EACH LINE ITEM AND COST INCLUDED IN THE BUDGET, MUST ACCOMPANY PART II.

If in-kind contributions are included, provide a brief explanation on a separate sheet, unless covered in Budget Narrative Justification. Explain amounts for individual direct object class categories that may appear to be out of the ordinary or provide details as required by the Corporation.

In columns (3) through (5), enter the appropriate amounts of Federal and non-Federal funds [including cash and in-kind] in either Section (1), Volunteer Support Expenses, or Section (2), Volunteer Expenses, by object class category. Object class categories and columns which are shaded are not allowable for the VISTA program.

Section (1), VOLUNTEER SUPPORT EXPENSES:

a. **PERSONNEL** (Project). Persons currently employed or to be employed by applicant organization for the grant activities.

b. **FRINGE BENEFITS**. List the fringe benefits and total cost dollars in ratio to the percentage of time spent on the project.

c. **TRAVEL**. This item is only for travel by staff listed under Project Personnel in (1)a. All travel must be for the purpose of supporting the grant activities described in the application. Any anticipated travel away from the project site should be explained in full along with cost calculation.

d. **EQUIPMENT**. Not applicable.

e. **SUPPLIES**. Not applicable.

f. **CONTRACTUAL SERVICES**. Includes consultant's costs.

g. **OTHER**. Include the total of all other Volunteer Support Expenses not included in lines a through f.

h. **TOTALS**. Enter the sum of the Total Direct Charges applicable to Volunteer Support.

Section (2), VOLUNTEER EXPENSES:

a. **PERSONNEL** (Project). Enter the total cost of Stipends and allowances that are paid directly to volunteers.

b. **FRINGE BENEFITS**. Enter the volunteer fringe benefits, such as meals, insurance, FICA, uniforms, physical exams, recognition, etc.

c. **TRAVEL**. Includes all volunteer transportation costs, including the cost of vehicles (leased or purchased), insurance, prorated maintenance costs applicable to those vehicles based on usage, and drivers' salaries and fringe benefits chargeable to the grant.

d. **EQUIPMENT**. Not applicable.

e. **SUPPLIES**. Not applicable.

f. **CONTRACTUAL SERVICES**. Consult budget guidelines.

g. **OTHER**. Includes all other Volunteer Expenses not included in lines a through f, such as volunteer training costs. Does not include training materials included in Volunteer Support Expenses.

h. **TOTAL VOLUNTEER EXPENSES**. Enter total Volunteer Expenses listed in lines a through g.

i. **TOTALS**. Enter the sum of the total applicable to VOLUNTEER SUPPORT EXPENSES AND VOLUNTEER EXPENSES.

Section (3), PERCENTAGES: Follow program guidelines.

332A164/01

332A164/01

AmeriCorps*VISTA

Project Number DC31128-7

Agreement Number 1 98-046-A007

MEMORANDUM OF AGREEMENT

(Pursuant to Title I, Public Law 93-113,
the Domestic Volunteer Service Act of
1973, as amended, 87 Statue. 394)

between

Corporation for National and Community Service (CNCS)
1201 New York Avenue
Washington, DC 20525

and

Local Initiative Support Corporation
733 Third Ave.
New York, New York 10017-3204

EIN 13-3030229

This agreement sets forth the parties' understanding concerning the establishment and operation of a local project under the AmeriCorps*VISTA program pursuant to Title I, Part A and sections 402(12) and 402(13), of the Domestic Volunteer Service Act, as amended, (Public Law 93-113; 42 U.S.C. 4951, et seq.) hereinafter referred to as "the Act".

The project will be cost-shared between CNCS/AmeriCorps*VISTA and the Sponsor.

This agreement is in effect for the period August 1, 1997, through July 31, 1998, and is based on an approved project application which is incorporated by reference hereto. The agreement provides for the Sponsor's funding of \$41,552 to cost-share up to four (4) AmeriCorps*VISTA Members (and the assignment of up to five (5) AmeriCorps*VISTA Members supported by CNCS). The Sponsor's cost-share of up to four (4) members is subject to annual review and renewal every 12 months. See attached budget.

1. CNCS/AmeriCorps*VISTA agrees to:
 - a. Provide the Sponsor with:
 - (1) Training and technical assistance for Sponsor and/or project staff in connection with the development and management of the project in accordance with AmeriCorps*VISTA policies and procedures.
 - (2) Pamphlets, brochures, posters, handbooks, program directives and other informational and public relations materials as available.
 - b. Invite the Sponsor/supervisor to CNCS/AmeriCorps*VISTA training conferences pertaining to the program. AmeriCorps*VISTA may, at its option and subject to the availability of funds, pay such cost.
 - c. Conduct monitoring or management reviews, on a schedule coordinated with the Sponsor, to ascertain that program policies, procedures and project work plan are being followed, and to promote AmeriCorps*VISTA program identity.
 - d. Recognize that this is an AmeriCorps*VISTA project for the project period stated above.
 - e. Consider the AmeriCorps*VISTA Members as eligible for all benefits provided to members under the Act, including the income disregard provisions of Section 404(f)(1), and coverage under the Federal Employee Compensation Act and Federal Tort Claims Act and Non-competitive Federal hiring eligibility as specified in Section 415 of the Act.
 - f. Provide through the National Services Trust education awards in the amount of \$4,725 per member for those not selecting the end-of-service stipend payment who successfully complete a year of service.
 - g. Provide a relocation allowance, as appropriate, for members having to relocate in order to serve.
 - h. Provide payroll processing support for the assigned members.

- i. Enroll members in the AmeriCorps*VISTA Health Benefits Program.
 - j. Enroll members in the AmeriCorps*VISTA life insurance program at the member's request.
 - k. Provide members with pre-service orientation at CNCS/AmeriCorps*VISTA expense, and assist the Sponsor in the provision with in-service training.
 - l. Provide Sponsor with quarterly accounting of expenditure of Sponsor funds.
 - m. Process and give final clearance to member applications submitted by the sponsor.
 - n. As necessary, submit the project narrative to the Governor of the appropriate state for review.
 - o. If requested to do so by the Sponsor in writing, or for other good causes shown, remove any member from the project in accordance with AmeriCorps*VISTA policies and procedures.
 - p. Provide the Sponsor timely information concerning AmeriCorps*VISTA and National Service Trust regulations, policies, procedures, and any amendments thereto.
 - q. Provide a member the discrimination complaint procedure in accordance with AmeriCorps*VISTA Handbook.
 - r. In cooperation with the Sponsor, provide a member the grievance procedure in accordance with AmeriCorps*VISTA Handbook.
2. The Sponsor agrees to:
- a. Operate the project in accordance with the provisions of the Act, program regulations, and the requirements set forth in the AmeriCorps*VISTA Handbook and any subsequent changes or modifications thereto; and other Federal laws, regulations and policies which are, or become, applicable to the program.
 - b. Be responsible for the daily operation of the project.
 - c. Operate the project in accordance with the project application and attached budget plan.

- d. Maintain project records needed for reporting purposes and give CNCS staff access to all relevant records.
- e. Allow appropriate project staff and AmeriCorps*VISTA Members to attend CNCS/AmeriCorps*VISTA sponsored education and training events pertaining to the AmeriCorps*VISTA program.
- f. Assist in the provision of on-site-orientation and in-service training, as specified in the Project Narrative.
- g. Accomplish the project goals, objectives, and assignment description set out for members in the project application.
- h. Provide supervision to members as described in the project application. AmeriCorps*VISTA must give written concurrence prior to the appointment of an AmeriCorps*VISTA supervisor.
- i. Provide on-site transportation and other project support as specified in the project application.
- j. Maintain such records and accounts, and make such reports and investigations concerning matters involving members and the project as AmeriCorps*VISTA may require. The Sponsor agrees to retain such records as CNCS/AmeriCorps*VISTA may require for a period of three years after completion or termination of the project, and to provide access to such records to CNCS staff.
- k. If circumstances require, advance up to \$500 to any member in case of an emergency (e.g., critical illness or death in the immediate family) to be reimbursed by CNCS if allowable according to AmeriCorps*VISTA guidelines as contained in the AmeriCorps*VISTA Handbook.
- l. To the maximum extent practicable, consult with and involve the people of the community to be served in planning, developing, and implementing the project.
- m. Provide to each low-income member, and others upon request, an individual plan which provides an opportunity for job advancement or for transition to a situation leading to gainful employment at the end of the member's service.

- n. Report to the appropriate Corporation State Office within 24 hours, the unscheduled termination of members, and otherwise keep AmeriCorps*VISTA informed of unscheduled changes of status and conditions of members, such as resignations, arrests, hospitalizations, and absences without leave.
- o. Submit Project Progress Reports and Financial Status Reports within the required time frames.
- p. Make every reasonable effort to ensure that the health and safety of members are protected during the performance of their assigned duties. The sponsor shall not assign or require members to perform duties which would jeopardize their safety or cause them to sustain injuries.

3. Nondiscrimination

No person with responsibilities in the operation of the project shall discriminate with respect to any aspect of the project because of race, creed, belief, color, national origin, gender, age, disability, or political affiliation.

4. Delegation and Subcontracting

The Sponsor will not delegate or assign any of its obligations or duties hereunder. However, members may be assigned by the Sponsor to perform duties with other public or private non-profit agencies or organizations as described in the project application and in accordance with approved Memoranda of Understanding.

5. Supplemental Payments Prohibited

The allowances provided to the members are designed to permit members to live at the economic level of the persons served, as required by law. Sponsors are prohibited from supplementing these allowances and Sponsor shall take reasonable steps to assure that others do not do so.

6. Legal Restrictions

The Sponsor agrees that no member assigned under this Agreement shall participate in:

- a. Partisan and non-partisan political activities, including voter registration.
- b. Direct or indirect attempts to influence passage or defeat of legislation or proposals by initiative petition.
- c. Labor or anti-labor organization or related activities.
- d. Religious instruction, conduct of worship services, proselytizing, or any other religious activity as part of their duties.

7. The Sponsor further agrees not to:

- a. Carry out projects resulting in the identification of such projects with partisan or non-partisan political activities, including voter registration activities, or providing voters transportation to the polls.
- b. Assign members to activities which would result in the displacement of employees or impair existing contracts for service.
- c. Accept, or permit the acceptance of compensation for the services of members.
- d. Approve the involvement of any AmeriCorps*VISTA Member assigned to it in planning, initiating, participating in, or otherwise aiding or assisting in any demonstration whatsoever.

8. Amendments

This Memorandum of Agreement may be amended at any time by an agreement in writing executed by authorized representatives of the Sponsor and CNCS/AmeriCorps*VISTA.

9. Notices

All notices and communications required to be given to AmeriCorps*VISTA Members by the Sponsor, except as otherwise specifically provided, shall be directed to the appropriate CNS State Program Director. All notices required to be given to the Sponsor shall be directed to Sandra Rosenblith, Rural LISC, 1825 K Street, NW, Suite 1100, Washington, DC 20006.

10. Termination

a. This agreement can be terminated:

- (1) By mutual agreement of the parties.
- (2) By either party, by giving written notice thirty (30) days prior to the effective date of the termination.
- (3) By the CNCS pursuant to the regulations promulgated in 45 CFR Part 1206

b. If this agreement is terminated, the sponsor will no longer use the program designation or identification, recognition or other materials, and the provisions of Section 404(f) and 415 of the Act will no longer apply.

11. Cost-Share Provisions

Local Initiatives Support Corporation shall provide payment for all members' allowances as reflected in the addendum, titled "Part 1 - Budget Plan" within one (1) month after AmeriCorps*VISTA provides a quarterly accounting of the expenditures. Sponsor will be provided with a detailed billing, accounting for all expenditures on a quarterly basis. All payments (checks) will be made payable to CNCS/AmeriCorps*VISTA and forwarded by certified mail to the collection officer in care of the Service Center at the service center address. A final adjusted payment or reimbursement will be made within one (1) month of the termination of this agreement to assure that all actual costs have been paid.

NOTE: In the event CNCS/AmeriCorps*VISTA changes any of the standard member payments (e.g. subsistence allowance or stipend) for other AmeriCorps*VISTA Members serving in the project, this agreement will be amended to reflect such change(s).

In witness whereof, the parties whose signature appear below attest to having the authority to enter into such agreements and agree that this Agreement will become effective on the aforementioned date.

SPONSOR

By

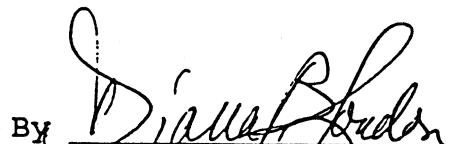

(Signature)

Name (Print): Sandra Rosenblith
Title: Senior Vice President

Address: Rural LISC
1825 K Street, NW
Suite 1100
Washington, DC 20006

Date: 11/6/97

By


(AmeriCorps*VISTA)

Name: Diana B. London
Title: Acting Director

Address: Corporation for
National Service
1201 New York Avenue, NW
Washington, DC 20006

Date:

10/30/97

FEDERAL EDUCATION LOAN FORBEARANCE REQUEST

Corporation for National and Community Service (CNCS)

Note: You must complete one of these forms for each of your lending institutions and send to: National Service Trust/Corporation for National Service/1201 New York Ave., NW/Washington, DC 20525.

Under the National and Community Service Trust Act of 1993, borrowers serving in approved national service positions in AmeriCorps qualify for mandatory forbearance during service. This forbearance allows borrowers to delay payments temporarily. Mandatory forbearance for approved national service positions is available for the following educational loans: Federal Family Education Loans (Subsidized and Unsubsidized Stafford Loans, Supplemental Loans to Students (SLS), Consolidation Loans), William D. Ford Federal Direct Loans (Direct Subsidized and Unsubsidized Stafford/Ford Loans, and Direct Consolidation Loans), Federally Insured Student Loans (FISL), Health Education Assistance Loans (HEAL), Health Professions Student Loans (HPSL), Loans for Disadvantaged Students (LDS), Nursing Student Loans (NSL), and Primary Care Loans (PCL). A hardship deferment/forbearance may also be available for Federal Perkins Loans.

During the time you are in a national service position as a Member of AmeriCorps, interest will continue to accrue on your loan(s). Upon successful completion of your national service term, the Corporation for National Service will pay all or a portion of the interest that accrued during the time period you served.

If you leave service for other than compelling personal circumstances, you will be responsible for payment of interest and if not paid, it may be capitalized depending upon the type of loan. Capitalization is a process whereby unpaid interest is added to the principal amount of your loan. This increases your outstanding principal balance, and therefore, increases your interest charges over the life of the loan.

FOR COMPLETION BY THE BORROWER

Name of AmeriCorps Member _____ SSN _____ - _____ - _____

Address: _____

City/State/Zip: _____ Phone: _____

Name of Lending Institution/Loan Holder _____

Address: _____

City/State/Zip _____

Telephone Number of Lending Institution: _____

Signature of AmeriCorps Member _____ Date _____

FOR COMPLETION BY THE CORPORATION FOR NATIONAL SERVICE

I certify that the borrower indicated above is serving in a qualified national service position for the period:

_____/_____/_____ through ____/____/_____ Phone No. 202-606-5000x347

Authorized Corporation Signature _____ Date _____

Privacy Act Notice: Information is requested pursuant to 42 USC §12601-12604. The principal purpose of this information is to enable an AmeriCorps Member to receive forbearance on qualified student loans during their period of service. Information is for official use only, and will be provided only to identified lending institutions in order that forbearance may be granted. Disclosure is voluntary, but failure to provide the information may result in a lender refusing to grant loan forbearance to a Member of AmeriCorps.

Public reporting burden is estimated to average 10 mins. per response, including gathering data and providing the information. Send comments regarding this estimate or any aspect of this information collection, including suggestions for reducing the burden, to : National Service Trust/Corporation for National Service/1201 New York Ave., NW/Washington, DC 20525



VISTA Member Registration Form

1. NAME (Last, first, middle)

Last

First

Middle

2. SOCIAL SECURITY NUMBER

3. CNS State Office

4. DATE ENTERED ON DUTY

5. NEXT OF KIN (Person to notify in case of emergency)

Name (Last, first, middle)

Relationship (Mother, father, etc.)

(Area Code) Telephone Number

Street Address: _____

City, State, Zip Code: _____

6. OATH OF SERVICE*

The following oath or affirmation of service is required by the Domestic Volunteer Service Act of 1973, as amended, and must be administered by an authorized staff member of the Corporation for National Service or a notary public:

I do solemnly swear (*or* affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

AmeriCorps*VISTA Member's signature _____ Date _____

*NOTE: The words "*So help me God*" in the oath, and the word "*swear*" wherever it appears above, should be stricken out when the Member elects to affirm rather than swear to the Oath of Service; only these words may be stricken and only when the Members elects to affirm the Oath of Service.

Subscribed and sworn to (affirmed) before me this _____ day of _____, 19 _____

Signature _____ Title _____



VISTA

Volunteers In Service To America

For CNS use: Project No. _____

Project Progress Report

(Submission due to Corporation State Office within 30 days after end of reporting period.)

Sponsor: _____

Project Supervisor: _____

Phone No. _____

Project Address: _____

Period Covered by PPR:

From: _____

To: _____

MM/DD/YY

MM/DD/YY

Circle Quarter(s) of project period: 1 2 3 4

No. of AmeriCorps*VISTAs

On-Board during the reporting period: _____

Note: Projects in first year of sponsorship must complete PPRs for all four quarters; after the first year, PPRs are required at least twice per year, but may be requested quarterly at the discretion of the State Office.

PROJECT ACCOMPLISHMENTS

1. Attach a copy of the Project Work Plan along with detailed quantifiable information about project accomplishments for this reporting period. Also attach copies of press clippings, flyers, letters, reports on Advisory Council meetings, etc., which relate to the project's activities and achievements. In the space provided or on additional paper, please highlight this quarter's successes.
2. Attach a 1 or 2 page narrative summary prepared by the Project Supervisor which describes project successes, difficulties encountered, and other major issues.
3. For the first and last reporting period, attach a one page, signed summary from each AmeriCorps*VISTA Member which describes personal and project successes and/or difficulties. List names of Members submitting summaries. If the project consists of more than 10 Members, please have them submit a combined summary not to exceed 5 pages.

RESOURCES GENERATED

4. Describe resources (grants, in-kind support, number of community volunteers/volunteer hours, etc.) generated by the AmeriCorps*VISTA Members. Provide quantitative data and indicate whether resources were generated from the public or private sector for this reporting period.
 - A. Number of active community volunteers: _____
 - B. Hours of service performed by community volunteers: _____
 - C. Total dollar amount of donated goods, services and grants: _____
Please list major donors and dollar amount of contributions.
5. For the final report of the current program year, please attach a summary describing accomplishments during the past year which will remain in the community upon completion of the project, and how local residents and project beneficiaries have been involved in the implementation of the project.

AMERICORPS*VISTA**PAYMENT VOUCHER**

1. Name of VISTA (Last name, first name, middle initial)

2. Social Security No.

3. Telephone No. (Include area code)

4. Mailing Address

5. Home of Record (City & State)

PART I - VISTA TRAVEL CLAIM

6. Dates of travel

From _____ To _____

7. Points of Travel

From _____ To _____

8. Purpose of Travel

9. Airports Used (If travel is by air)

From _____ To _____

10. Mode of Travel

☐ Air☐ Private Automobile (Driver)☐ CNCS Provided Ticket (Attach Receipt) Ticket Cost \$ _____☐ Rail☐ Private Automobile (Rider)☐ Paid for Own Ticket (Attach Receipt) Ticket Cost \$ _____☐ Bus☐ Other _____11. Number of Overnights Required at Destination
(For In-Service Training Travel Only!)

12. Signature of VISTA

Date _____

PART II - PAYMENTS AUTHORIZED (For CNCS Use Only)

1. Travel Cost Code _____

Miscellaneous Travel Allowance _____

Common Carrier Ticket _____

Mileage Amount _____

¢ per mile

\$10.00 / multiple of 100 miles

Per Diem Rate _____ X _____ Days = _____

Total Travel Authorized

\$ _____

2. Training Subsistence Allowance

Rate _____ From _____ To _____

Total Authorized

\$ _____

3. Baggage Cost Code _____

From _____

To _____

Mileage _____

Total Authorized

\$ _____

4. Other Payments (specify)

\$ _____

5. Total of 1, 2, 3 and 4

\$ _____

6. Remarks

7. Approved By

Date _____

PART III - CASH ADVANCES**TO BE COMPLETED BY VISTA**

1. Acknowledgement of Advance of Funds

Type of Allowance

Amount

Total Received

2. Signature of VISTA

Date _____

TO BE COMPLETED BY CASHIER

3. Reimbursement in the amount of

\$ _____

is claimed for advance indicated

4. Signature

(Individual Authorized to pay advance)

5. Make check payable to:

(To be completed by individual authorized to pay advances)

CNCS Form V-37 (Rev 6/95)

MOTOR VEHICLE ACCIDENT REPORT	Please read the Privacy Act State- ment on Page 3.	INSTRUCTIONS: Sections I thru IX are filled out by the vehicle operator. Section X, Items 72 thru 82c are filled out by the operator's supervisor. Sections XI thru XIII are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding \$500.
	SECTION I - FEDERAL VEHICLE DATA	

1. DRIVER'S NAME (Last, first, middle)		2. DRIVER'S LICENSE NO./STATE/LIMITATIONS		3. DATE OF ACCIDENT	
4a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS				4b. WORK TELEPHONE NUMBER ()	
5. TAG OR IDENTIFICATION NUMBER	6. EST. REPAIR COST \$	7. YEAR OF VEHICLE	8. MAKE	9. MODEL	10. SEAT BELTS USED <input type="checkbox"/> YES <input type="checkbox"/> NO
11. DESCRIBE VEHICLE DAMAGE					

SECTION II - OTHER VEHICLE DATA (Use Section VIII if additional space is needed.)

12. DRIVER'S NAME (Last, first, middle)			13. DRIVER'S LICENSE NUMBER/STATE/LIMITATIONS		
14a. DRIVER'S WORK ADDRESS			14b. WORK TELEPHONE NUMBER ()		
15a. DRIVER'S HOME ADDRESS			15b. HOME TELEPHONE NUMBER ()		
16. DESCRIBE VEHICLE DAMAGE			17. ESTIMATED REPAIR COST \$		
18. YEAR OF VEHICLE	19. MAKE OF VEHICLE	20. MODEL OF VEHICLE		21. TAG NUMBER AND STATE	
22a. DRIVER'S INSURANCE COMPANY NAME AND ADDRESS				22b. POLICY NUMBER	
				22c. TELEPHONE NUMBER ()	
23. VEHICLE IS <input type="checkbox"/> CO-OWNED <input type="checkbox"/> RENTAL <input type="checkbox"/> LEASED <input type="checkbox"/> PRIVATELY OWNED		24a. OWNER'S NAME(S) (Last, first, middle)		24b. TELEPHONE NUMBER ()	
25. OWNER'S ADDRESS(ES)					

SECTION III - KILLED OR INJURED (Use Section VIII if additional space is needed.)

26. NAME (Last, first, middle)			27. SEX	28. DATE OF BIRTH	
29. ADDRESS					
A	30. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		31. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	32. LOCATION IN VEHICLE	33. FIRST AID GIVEN BY
	34. TRANSPORTED BY		35. TRANSPORTED TO		
	36. NAME (Last, first, middle)				
37. SEX			38. DATE OF BIRTH		
39. ADDRESS					
B	40. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		41. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	42. LOCATION IN VEHICLE	43. FIRST AID GIVEN BY
	44. TRANSPORTED BY		45. TRANSPORTED TO		

46. Pedes- trian	a. NAME OF STREET OR HIGHWAY		b. DIRECTION OF PEDESTRIAN (SW corner to NE corner, etc.) FROM TO	
	c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT (Crossing intersection with signal, against signal, diagonally, in roadway playing, walking, hitchhiking, etc.)			

SECTION IV - ACCIDENT TIME AND LOCATION (Use Section VIII if additional space is needed.)

47. DATE OF ACCIDENT

48. PLACE OF ACCIDENT (Street address, city, state, ZIP Code; Nearest landmark; Distance nearest intersection; Kind of locality (industrial, business, residential, open country, etc.); Road description).

49. TIME OF ACCIDENT

AM
PM

50. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED

Use one of these outlines to sketch the scene. Write in street or highway names or numbers.

a. Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3 and show direction of travel with arrow.

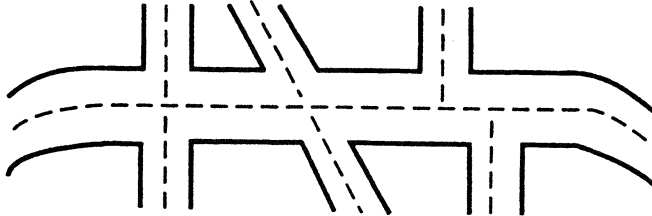
Example: → 1 ◊ 2 ←

b. Use solid line to show path before accident and broken line after the accident.

c. Show pedestrian by → ○

d. Show railroad by ++++++

e. Place arrow in this circle to indicate NORTH



51. POINT OF IMPACT (Check one for each vehicle)

FED	2	AREA
		a. FRONT
		b. R. FRONT
		c. L. FRONT
		d. REAR
		e. R. REAR
		f. L. REAR
		g. R. SIDE
		h. L. SIDE

52. DESCRIBE WHAT HAPPENED (Refer to vehicles as "Fed", "2", "3", etc. Please include information on posted speed limit, approximate speed of the vehicles, road conditions, weather conditions, driver visibility, condition of accident vehicles, traffic controls (warning light, stop signal, etc.) condition of light (daylight, dusk, night, dawn, artificial light, etc.), and driver actions (making U-turn, passing, stopped in traffic, etc.).

SECTION V - WITNESS/PASSENGER (Witness must fill out SF 94, Statement of Witness) (Continue in Section VIII.)

A	53. NAME (Last, first, middle)	54. WORK TELEPHONE NUMBER ()	55. HOME TELEPHONE NUMBER ()
	56. BUSINESS ADDRESS	57. HOME ADDRESS	
B	58. NAME (Last, first, middle)	59. WORK TELEPHONE NUMBER ()	60. HOME TELEPHONE NUMBER ()
	61. BUSINESS ADDRESS	62. HOME ADDRESS	

SECTION VI - PROPERTY DAMAGE (Use Section VIII if additional space is needed.)

63a. NAME OF OWNER	63b. OFFICE TELEPHONE NUMBER ()	63c. HOME TELEPHONE NUMBER ()
63d. BUSINESS ADDRESS	63e. HOME ADDRESS	
64a. NAME OF INSURANCE COMPANY	64b. TELEPHONE NUMBER ()	64c. POLICY NUMBER
65. ITEM DAMAGED	66. LOCATION OF DAMAGED ITEM	67. ESTIMATED COST \$

SECTION VII - POLICE INFORMATION

68a. NAME OF POLICE OFFICER	68b. BADGE NUMBER	68c. TELEPHONE NUMBER ()
69. PRECINCT OR HEADQUARTERS	70a. PERSON CHARGED WITH ACCIDENT	70b. VIOLATION(S)

SECTION VIII - EXTRA DETAILS

SPACE FOR DETAILED ANSWERS. INDICATE SECTION AND ITEM NUMBER FOR EACH ANSWER. IF MORE SPACE IS NEEDED, CONTINUE ITEMS ON PLAIN BOND PAPER.

SECTION IX - FEDERAL DRIVER CERTIFICATION

In compliance with the Privacy Act of 1974, solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as the first step in the Government's investigation of a motor vehicle accident. The principal purposes for using this information is to provide necessary data for legal counsel in legal actions resulting from the accident and to provide accident information/statistics in analyzing accident causes and developing methods of reducing accidents. Routine use of information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.

I certify that the information on this form (Sections I thru VIII) is correct to the best of my knowledge and belief.

71a. NAME AND TITLE OF DRIVER

71b. DRIVER'S SIGNATURE AND DATE

SECTION X - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED

72. ORIGIN

73. DESTINATION

74. EXACT PURPOSE OF TRIP

75. TRIP BEGAN

DATE

TIME (Circle one)

a.m.

p.m.

76. ACCIDENT
OCCURRED

DATE

TIME (Circle one)

a.m.

p.m.

77. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR

☐

ORALLY

☐

IN WRITING (Explain)

78. WAS THERE ANY DEVIATION FROM DIRECT ROUTE

☐

NO

☐

YES (Explain)

79. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS

☐

YES

☐

NO (Explain)

80. DID THE OPERATOR, WHILE ENROUTE, ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED.

☐

NO

☐

YES (Explain)

81. COMPLETED BY
DRIVER'S
SUPERVISOR

a. DID THIS ACCIDENT OCCUR WITHIN THE EMPLOYEE'S SCOPE OF DUTY

☐

YES

☐

NO

b. COMMENTS

82a. NAME AND TITLE OF SUPERVISOR

82b. SUPERVISOR'S SIGNATURE AND DATE

82c. TELEPHONE NUMBER

()

SECTION XI - ACCIDENT INVESTIGATION DATA83. DID THE INVESTIGATION DISCLOSE CONFLICTING INFORMATION. ☐ YES ☐ NO (If "Yes", explain below.)**84. PERSONS INTERVIEWED**

NAME	DATE	NAME	DATE
a.		c.	
b.		d.	

85. ADDITIONAL COMMENTS (Indicate section and item number for each comment.)

SECTION XII - ATTACHMENTS

LIST ALL ATTACHMENTS TO THIS REPORT

SECTION XIII - COMMENTS/APPROVALS

86. REVIEWING OFFICIAL'S COMMENTS

87. ACCIDENT INVESTIGATOR

a. SIGNATURE AND DATE

b. NAME (First, middle, last)

c. TITLE

d. OFFICE

e. OFFICE TELEPHONE NUMBER
()**88. ACCIDENT REVIEWING OFFICIAL**

a. SIGNATURE AND DATE

b. NAME (First, middle, last)

c. TITLE

d. OFFICE

e. OFFICE TELEPHONE NUMBER
()

[illegible]

27. SIGNATURE OF INVESTIGATOR	DATE		
28. THE REPORT ATTACHES WITHIN THE SCOPE OF THE COMPLAINT? <input type="checkbox"/> YES <input type="checkbox"/> NO	STATEMENT OF REVIEWING OFFICIAL		
29. IS THE BASIS FOR ACTION	USE THIS SPACE TO SHOW CONSEQUENCES OF ACTION IN THE SELECT PERSONNEL REPORTED IN SECTION 1		
30. WHAT LAUNCHED THE ACCOUNT?	A. <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN PROBABLE DISABILITY <input type="checkbox"/> PERSONNEL DATE STOPPED WORK _____ DATE RESUMED WORK _____		
	B. <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN PROBABLE DISABILITY <input type="checkbox"/> PERSONNEL DATE STOPPED WORK _____ DATE RESUMED WORK _____		
31. HOW COULD IT HAVE BEEN PREVENTED?			
32. WHAT ACTION HAS BEEN TAKEN?			
SIGNATURE OF REVIEWING OFFICIAL	DATE		

OPTIONAL FORM 20 MAY 1962 GEN. SERV. ADMIN. FPMR (41 CFR) 101-39.705		DATA BEARING UPON SCOPE OF EMPLOYMENT OF MOTOR VEHICLE OPERATOR	
INSTRUCTIONS: This form is to be filled out by the operator at the time and at the scene of the accident, insofar as possible, and attached to the completed Standard Form 91, Operator's Report of Motor Vehicle Accident.			
OPERATOR'S	1. NAME		2. TITLE AND JOB CLASSIFICATION
	3. AGENCY NAME AND BEGINNING DATE OF DUTY		4. ESTABLISHED WORKING HOURS FROM _____ A.M. TO _____ A.M. P.M. P.M.
	5. IMMEDIATE SUPERVISOR (Name)		6. SUPERVISOR'S TITLE
VEHICLE OWNERSHIP	7. VEHICLE IS (Check one only) <input type="checkbox"/> a. GOVERNMENT-OWNED <input type="checkbox"/> b. NOT GOVERNMENT-OWNED (Identification No.) _____ (License No.) _____		8. IF BLOCK 7b. IS CHECKED, IS TITLE TO VEHICLE REGISTERED IN OPERATOR'S NAME? <input type="checkbox"/> YES <input type="checkbox"/> NO If "NO" give details as to how vehicle is titled.
	9. WAS THIS VEHICLE ASSIGNED TO OPERATOR BY A GSA MOTOR POOL? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES" give details and location of the GSA Motor Pool. If "NO" what activity assigned the vehicle?		10. HOW DID OPERATOR RECEIVE AUTHORITY FOR USE OF VEHICLE? <input type="checkbox"/> ORALLY <input type="checkbox"/> WRITTEN AUTHORITY Give details:
	11. ORIGIN		12. DESTINATION
DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED	13. EXACT PURPOSE OF TRIP		14. DATE AND TIME TRIP BEGAN
			15. DATE AND TIME OF ACCIDENT
	16. HOW DID OPERATOR RECEIVE AUTHORITY FOR TRIP? <input type="checkbox"/> ORALLY <input type="checkbox"/> WRITTEN AUTHORITY Give details:		17. WAS THERE ANY DEVIATION FROM DIRECT ROUTE? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES" explain in detail:
	18. WAS TRIP MADE WITHIN ESTABLISHED WORKING HOURS? <input type="checkbox"/> YES <input type="checkbox"/> NO If "NO" explain.		19. DID OPERATOR WHILE ENROUTE ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THIS TRIP WAS AUTHORIZED? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES" explain:
	20. STATE BELOW FULL DETAILS OF THE AUTHORITY FOR, THE NATURE OF, AND CIRCUMSTANCES SURROUNDING THE TRIP NOT OTHERWISE COVERED ABOVE OR ON THE ACCOMPANYING SF-91.		
(Continue on reverse)			
OPERATOR'S	SIGNATURE		DATE
SUPERVISOR'S	The information contained herein is true and correct to the best of my knowledge and belief.		
	SIGNATURE		DATE

STATEMENT OF WITNESS <i>(Attach additional sheets if necessary)</i>		1. DID YOU SEE THE ACCIDENT?		2. WHEN DID THE ACCIDENT HAPPEN?		FORM APPROVED O.M.B. NUMBER 3090-0118	
				a. TIME <div style="display: flex; justify-content: space-between; width: 100%;"> a.m. b. DATE </div> <div style="text-align: center; font-size: small;">p.m.</div>			
3. WHERE DID THE ACCIDENT HAPPEN? <i>(Give street location and city)</i>							
4. TELL IN YOUR OWN WAY HOW THE ACCIDENT HAPPENED							
5. WHERE WERE YOU WHEN THE ACCIDENT OCCURRED?							
6. WAS ANYONE INJURED, AND IF SO, EXTENT OF INJURY IF KNOWN?							
7. DESCRIBE THE APPARENT DAMAGE TO PRIVATE PROPERTY							
8. DESCRIBE THE APPARENT DAMAGE TO GOVERNMENT PROPERTY						9. IF TRAFFIC CASE, GIVE APPROXIMATE SPEED OF:	
						a. GOVERNMENT VEHICLE <div style="text-align: right; font-size: small;">Miles per hr.</div>	
						b. OTHER VEHICLE <div style="text-align: right; font-size: small;">Miles per hr.</div>	
10. GIVE THE NAMES AND ADDRESSES OF ANY OTHER WITNESSES TO THE ACCIDENT <i>(If known)</i>							
a. NAMES				b. ADDRESSES <i>(Include ZIP Code)</i>			
11. HOME ADDRESS <i>(Include ZIP Code)</i>				12. WITNESS (Print Name)		a. HOME TELEPHONE NO.	
13. BUSINESS ADDRESS <i>(Include ZIP Code)</i>				Sign here ▶		b. TODAY'S DATE	
						TELEPHONE NO.	
14. INDICATE ON THE DIAGRAM BELOW WHAT HAPPENED:							
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>1. Number Federal vehicle as 1—other vehicle as 2—additional vehicle as 3, and show direction of travel by arrow (Example: → 1 2 ←)</p> <p>2. Use solid line to show path before accident Broken line after accident ———— 2 →</p> </div> <div style="width: 45%;"> <p>3. Show pedestrian by ———— ○</p> <p>4. Show railroad by ++++++</p> <p>5. Give names or numbers of streets or highways</p> <p>6. Indicate north by arrow in this circle ○</p> </div> </div>							

FILE REFERENCE:

This office has been notified that you witnessed an accident which occurred

It will be helpful if you will answer, as fully as possible, the questions on the other side of this letter. Please read the Privacy Act Statement below.

Your courtesy in complying with this request will be appreciated. An addressed envelope, which requires no postage, is enclosed for your convenience in replying.

Sincerely

Enclosure

Use by the public is voluntary. In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as it is the first step in the Government's investigation of a motor vehicle accident. The principal purposes for which the information is intended to be used are to provide necessary data for use by legal counsel in legal actions resulting from the accident, and to provide accident information/statistics for use in analyzing accident causes and developing methods of reducing accidents. Routine use of the information may be by Federal, State or local governments or agencies, when relevant to civil, criminal, or regulatory investigations or prosecution.

CLAIM FOR DAMAGE, INJURY, OR DEATH		INSTRUCTIONS: Prepare in ink or typewriter. Please read carefully the instructions on the reverse side and supply information requested on both sides of this form. Use additional sheet(s) if necessary.		OM and B Approval No. 80-R111	
1. SUBMIT TO:			2. NAME AND ADDRESS OF CLAIMANT (Number, street, city, State, and Zip Code)		
3. TYPE OF EMPLOYMENT <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN	4. AGE	5. MARITAL STATUS	6. NAME AND ADDRESS OF SPOUSE, IF ANY (Number, street, city, State, and Zip Code)		
7. PLACE OF ACCIDENT (Give city or town and State; if outside city limits, indicate mileage or distance to nearest city or town)			8. DATE AND DAY OF ACCIDENT	9. TIME (A.M. OR P.M.)	
10. AMOUNT OF CLAIM (in dollars)					
A. PROPERTY DAMAGE		B. PERSONAL INJURY		C. WRONGFUL DEATH	
				D. TOTAL	
11. DESCRIPTION OF ACCIDENT (State below, in detail, all known facts and circumstances attending the damage, injury, or death, identifying persons and property involved and the cause thereof)					
12. PROPERTY DAMAGE					
NAME AND ADDRESS OF OWNER, IF OTHER THAN CLAIMANT (Number, street, city, State, and Zip Code)					
BRIEFLY DESCRIBE KIND AND LOCATION OF PROPERTY AND NATURE AND EXTENT OF DAMAGE (See instructions on reverse side for method of substantiating claim)					
13. PERSONAL INJURY					
STATE NATURE AND EXTENT OF INJURY WHICH FORMS THE BASIS OF THIS CLAIM					
14. WITNESSES					
NAME			ADDRESS (Number, street, city, State, and Zip Code)		
I CERTIFY THAT THE AMOUNT OF CLAIM COVERS ONLY DAMAGES AND INJURIES CAUSED BY THE ACCIDENT ABOVE AND AGREE TO ACCEPT SAID AMOUNT IN FULL SATISFACTION AND FINAL SETTLEMENT OF THIS CLAIM					
15. SIGNATURE OF CLAIMANT (This signature should be used in all future correspondence)				16. DATE OF CLAIM	
CIVIL PENALTY FOR PRESENTING FRAUDULENT CLAIM The claimant shall forfeit and pay to the United States the sum of \$2,000, plus double the amount of damages sustained by the United States. (See R.S. 53490, 5438; 31 U.S.C. 231.)			CRIMINAL PENALTY FOR PRESENTING FRAUDULENT CLAIM OR MAKING FALSE STATEMENTS Fine of not more than \$10,000 or imprisonment for not more than 5 years or both. (See 62 Stat. 698, 749; 18 U.S.C. 287, 1001.)		

INSTRUCTIONS

Complete all items—Insert the word NONE where applicable

Claims for damage to or for loss or destruction of property, or for personal injury, must be signed by the owner of the property damaged or lost or the injured person. If, by reason of death, other disability or for reasons deemed satisfactory by the Government, the foregoing requirement cannot be fulfilled, the claim may be filed by a duly authorized agent or other legal representative, provided evidence satisfactory to the Government is submitted with said claim establishing authority to act.

If claimant intends to file claim for both personal injury and property damage, claim for both must be shown in item 10 of this form. Separate claims for personal injury and property damage are not acceptable.

The amount claimed should be substantiated by competent evidence as follows:

(a) In support of claim for personal injury or death, the claimant should submit a written report by the attending physician, showing the nature and extent of injury, the nature and extent of treatment, the degree of permanent disability, if any, the prognosis, and the

period of hospitalization, or incapacitation, attaching itemized bills for medical, hospital, or burial expenses actually incurred.

(b) In support of claims for damage to property which has been or can be economically repaired, the claimant should submit at least two itemized signed statements or estimates by reliable, disinterested concerns, or, if payment has been made, the itemized signed receipts evidencing payment.

(c) In support of claims for damage to property which is not economically repairable, or if the property is lost or destroyed, the claimant should submit statements as to the original cost of the property, the date of purchase, and the value of the property, both before and after the accident. Such statements should be by disinterested competent persons, preferably reputable dealers or officials familiar with the type of property damaged, or by two or more competitive bidders, and should be certified as being just and correct.

Any further instructions or information necessary in the preparation of your claim will be furnished, upon request, by the office indicated in item #1 on the reverse side.

INSURANCE COVERAGE

In order that subrogation claims may be adjudicated, it is essential that the claimant provide the following information regarding the insurance coverage of his vehicle or property.

17. DO YOU CARRY ACCIDENT INSURANCE? ☐ YES, IF YES, GIVE NAME AND ADDRESS OF INSURANCE COMPANY (Number, street, city, State, and Zip Code) AND POLICY NUMBER. ☐ NO

18. HAVE YOU FILED CLAIM ON YOUR INSURANCE CARRIER IN THIS INSTANCE, AND IF SO, IS IT FULL COVERAGE OR DEDUCTIBLE?

19. IF DEDUCTIBLE, STATE AMOUNT

20. IF CLAIM HAS BEEN FILED WITH YOUR CARRIER, WHAT ACTION HAS YOUR INSURER TAKEN OR PROPOSES TO TAKE WITH REFERENCE TO YOUR CLAIM? (It is necessary that you ascertain these facts)

21. DO YOU CARRY PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE? ☐ YES, IF YES, GIVE NAME AND ADDRESS OF INSURANCE CARRIER (Number, street, city, State, and Zip Code) ☐ NO

DATE:



TO:

AmeriCorps ★ VISTA

CORPORATION

FOR NATIONAL

★ SERVICE

Below is a Certification of Service for the VISTA about whom you requested information. VISTAs serve in a variety of situations where the application of human talent and dedication bring an added dimension to local public and private, nonprofit organizations working to solve problems of low-income communities. The normal term of service is one year plus a period of training.

While in service, VISTAs are under the direct supervision of personnel employed by a sponsoring organization that is not part of VISTA or the Corporation for National and Community Service. Therefore, any desired information about job description and job performance must be obtained from sponsoring organization personnel whose name and address may be furnished by the VISTA.

If this office can be of further assistance please do not hesitate to contact us.

This is to certify that _____ served as a trainee and VISTA for the term of service indicated below:

Dates of Training _____ to _____

*Dates of Service _____ to _____

*Indicates period of service which is creditable for adjusting Service Computation Date for Leave and Reduction in Force purposes.

This individual served satisfactorily as a VISTA, in accordance with Executive Order No. 11103 as applied to service under Part A of Title I of the Domestic Volunteer Service Act of 1973 [Section 415(d)], or under Part A, Title VIII of the Economic Opportunity Act of 1964. The VISTA's benefits under the Executive Order extend for a period of one year after termination of VISTA service, except that the employing agency may extend the period for up to three years for a former Volunteer who enters military service or pursues studies at a recognized institution of higher learning or is engaged in other activities which in opinion of the appointing authority warrant an extension of such period.

CNCS/VISTA Certifying Officer

CNCS Form 507a (Rev. 6/95)

1201 New York Avenue
Washington, DC 20525
Telephone 202-606-5000

Getting Things Done
AmeriCorps
Learn and Service America
National Senior Service Corps



DATE:

TO:

AmeriCorps ★ VISTA

CORPORATION

FOR NATIONAL

Attached is a Certification of Service for the VISTA about whom you requested information.

★ SERVICE

VISTAs serve in a variety of situations where the application of human talent and dedication bring an added dimension of local public and private, nonprofit organizations working to solve problems of low-income communities. The normal term of service is one year plus a period of training.

While in service, VISTAs are under the direct supervision of personnel employed by a sponsoring organization that is not part of VISTA or the Corporation for National and Community Service. Therefore, any desired information about job description and job performance must be obtained from sponsoring organization personnel whose name and address may be furnished by the VISTA.

If this office can be of further assistance, please do not hesitate to contact us.

This is to certify that _____ was a trainee and VISTA for the term of service indicated below:

Dates of Training _____ to _____

*Dates of VISTA Service under Part A, Title VIII of the Economic Opportunity Act of 1964, or Part A, Title I of the Domestic Volunteer Service Act of 1973, as amended. _____ to _____

*Indicates period of service which is creditable for adjusting Service Computation Date for Leave and Reduction in Force purposes.

This VISTA served in the State of _____

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AMERICORPS*VISTA**FUTURE PLANS OR
EARLY TERMINATION REQUEST****PART A - To Be Completed By VISTA**

(Print or Type - Forward through supervisor to the Corporation for National Service State Office)

1. Name of VISTA (Last name, first name, middle initial) 2. Social Security No. 3. Telephone No. (Include area code)

4. Name of Project 5. Mailing Address at Project 6. Scheduled Date of Termination

7. I would like to (Check One):

A. ☐ Extend my service for less than one year, until (Date): _____B. ☐ Renroll for an additional year and elect (Check One): ☐ Education Award ☐ StipendC. ☐ Complete my service as scheduled on (Date): _____D. ☐ Terminate my service early (Date): _____

Reason for terminating early: _____

8. I plan to return to my home of record by (Check One):

☐ Air ☐ Private Automobile (Driver)☐ Rail ☐ Private Automobile (Rider)☐ Bus ☐ Motorcycle

Dates I plan to travel: _____

9. Permanent Forwarding Address and Phone No. (Include area code):

_____**PART B - VISTA PERFORMANCE EVALUATION**

(To be completed by VISTA's supervisor - Print or type - Send to the Corporation for National Service State Office)

1. Describe VISTA's major duties and accomplishments: (Attach a separate sheet of paper if necessary.)

2. Please rate the following:

	Poor	Adequate	Above Average	Excellent
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acceptance of Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships with Co-Workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships with Community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Recommendation:

☐ Reenrollment
☐ Extension
☐ Termination

Supervisor's Signature_____
Date_____
VISTA's Signature_____
Date**PART C - EXTENSION AND ENROLLMENT INFORMATION**
(To be completed by State Program Official, if applicable)

1. Action Requested

☐ Extension at Current Project ☐ Reenrollment at Current Project ☐ Other _____☐ Extension at New Project ☐ Reenrollment at New Project _____

2. Additional pertinent information about VISTA not included in Part B.

Recommendation: ☐ Approve ☐ Disapprove☐ Approve ☐ Disapprove_____
Program Specialist of Current Assignment_____
Date_____
State Director of Current Assignment_____
Date

The provision of information in this form is voluntary and falls under the provisions of the Privacy Act of 1974 (5 U.S.C. 552a) and CNCS "Statement of General Routine Uses" (42 F.R. 182)